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ABSTRACT

The Long Range Plan was prepared to satisfy requirements of the Library Services Construction Act (LSCA) and to guide the Texas State Library and Archives Commission in the fulfillment of its statutory mission. The plan provides a framework for the establishment or expansion of programs to carry out the purposes mandated by the state and federal governments. The first four chapters provide: (1) an overview of the Statewide Development Program of the Texas State Library; (2) an assessment of the current situation of libraries; (3) the goals and objectives for improving library services in the coming years; and (4) cost estimates are given to close the gap between current levels of service and standards. The appendixes following Chapter 4 provide more detailed information about: (1) the Automation and Resource Sharing Plan; (2) Library Automation Standards; (3) Evaluation and Criteria (guidelines, forms, and reports); (4) Dissemination of LSCA Information; (5) Coordination of LSCA Programs with Institutions of Higher Education and Public Schools; and (6) policies and procedures for allocating LSCA Title I, Title II, and Title III funds. (SD)

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THE LONG RANGE PLAN FOR STATEWIDE LIBRARY DEVELOPMENT IN TEXAS 1990 – 1993

Library Development Division
Texas State Library
(Revised July 1990)

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PREFACE

The Long Range Plan for Statewide Library Development in Texas: 1990-1993 (Revised May 1990) is the result of many hours of discussion and planning on the part of many individuals, including Texas State Library staff and librarians and lay persons throughout Texas. The first four chapters give an overview of the Statewide Library Development Program of the Texas State Library. An assessment of the current situation of libraries in Texas is provided, the goals and objectives for improving library services in the coming years are set forth, and cost estimates are given to close the gap between current levels of service and standards. The appendices following Chapter 4 provide more detailed information about the Library Development program. These include an Automation and Resource Sharing Plan (Appendix A) prepared by Edward Seidenberg of the Library Development staff.

The Long Range Plan goals and objectives are fully consistent with the Biennial Plan for 1990-91 submitted to the Legislative Budget Board of the Texas Legislature in October, 1988.

The Library Development Division would appreciate receiving any questions, comments, or suggestions concerning the Long Range Plan.

LONG-RANGE PLAN SUMMARY

INTRODUCTION

Under the Library Services and Construction Act, and the Library Systems Act, this Agency has responsibility to establish libraries in those areas presently unserved; to improve service to areas presently served; to create community information and referral centers; to encourage networking, cooperation, and resource sharing; to establish and extend service to the handicapped, institutionalized, aged, and disadvantaged; to promote construction and renovation of physical facilities; to strengthen the State Library; to consult, teach, plan, collect data and report on the condition of Texas public libraries; to plan for library development, and administer statewide systems; and to apply the benefits of technology to library administration and services.

The Long Range Plan provides for the orderly establishment and expansion of programs needed to carry out the above objectives. After approval by the Library Services and Construction Act Advisory Council, the plan will be further reviewed by the State Librarian before being sent to the State Library and Archives Commission, which by law has final approval and oversees all of the programs of the Texas State Library.

Five major development goals have been identified for 1990-1993.

GOAL 1. Improve library service and increase library resources through financial support.

GOAL 2. Make material and information more easily available to patrons by encouraging libraries to share resources.

GOAL 3. Extend library service into unserved areas.

GOAL 4. Provide needed training and information for librarians and those in positions of responsibility.

GOAL 5. Enhance service to persons with special needs.

ROLE OF THE STATE LIBRARY

To help meet these goals the State Library, through the Library Development Division, offers direct services and administers grant programs.

Direct services include providing consulting services, giving continuing education workshops, operating a library science collection, and encouraging reading through the Texas Reading Club.

Grants are awarded for a variety of programs:

Texas Library Systems - Grants are awarded to the 10 Major Resource Center libraries to purchase library materials and a-v equipment, train staff, loan films, offer consulting services, loan rotating and extension collections, assist with literacy programs, and provide data processing services for public libraries within the region.

Texas State Library Communications Network - Grants go to the ten largest public libraries and to 30 college libraries to fill material requests submitted by public, academic, and special library patrons.

Public Library Construction - In years in which Congress appropriates funds for this purpose, grants are awarded to public libraries for new construction, expansion, and renovation.

Multi-type Library Cooperation - Funds are awarded to further cooperation and coordination among public, academic, school, and special libraries. Projects must include at least two types of libraries.

Major Urban Resource Centers - Funds are granted to public libraries in cities over 100,000 population to assist them in serving persons outside of their tax-supporting area. Services include reference, on-site use of the collection, and circulation of materials to non-residents.

Interlibrary Loan Resource Center Bibliographic Network - Financial support is given to the 10 largest public libraries to place cataloging records into the OCLC database, where the records may be identified by other libraries and the material borrowed through interlibrary loan.

Establishment Program - Counties without a public library may apply for assistance in establishing one.

State Institution Support - State hospitals, schools, homes, and detention centers are awarded allotments of funds for the purchase of library material.

Disadvantaged Populations Services - Funds are awarded to public libraries offering library services to meet the special needs of those who are socially, culturally, or economically disadvantaged.

Project Partners - Matching grants are given to library groups to assist them in purchasing a shared automated library system or in linking separate, stand-alone systems for the purpose of encouraging resource sharing among nearby libraries.

SOURCE OF FUNDS

The Library Development Division uses both state and federal funds to carry out its mission. In SFY 1990, fifty-six percent of the Division's $13,283,435 budget consists of federal funds. Of that amount, 2.6 percent is spent on administration, 1.5 percent is spent on indirect costs, and the remaining 95.9 percent is spent on grants or direct services to others.

TEXAS COMPARED TO OTHER STATES

Texas libraries enter the 1990's much behind libraries in surrounding states and below national averages. Therefore, despite the growth in funding and services over the past decade, the need for library development in Texas continues to exist. Comparative data shows that in 1988 Texas public libraries spent $8.67 per capita, while libraries in Oklahoma spent over $10.00, libraries in Louisiana spent over $11.00, and libraries in New Mexico spent over $13.00 per capita. The national average was $12.63 per capita. Texas ranked in the lower 25 percent of states reporting per capita expenditures. Figures for state aid to public libraries tell a similar story. In 1988 Texas spent $.33 per capita, Oklahoma $.57, Mississippi $1.08, and Arkansas $1.65. Texas ranked in the lower 36 percent of reporting states.

Many rural public libraries continue to fall far short of the minimum standards necessary to qualify them to receive system assistance. Population growth in urban areas has resulted in pressure for more facilities, staff, and materials. The Texas Education Agency reports that as many as 1,000 public schools may still be without a library. Significant programs of cooperation among all types of libraries has only begun and is largely non-existent outside of major urban areas.

AUTOMATION AND RESOURCE SHARING PLAN

The Library Services and Construction Act requires each state to have a resource sharing plan. The topic of automation was added to reflect the policy of the State Library to concentrate funding for automation in projects that promote resource sharing. The plan is composed of seven distinct projects working together to form a statewide automation and resource sharing program. As part of the plan the State Library, in cooperation with the library community, has adopted standards for automation and resource sharing projects funded with state and federal funds, and offers a matching grant program for public library groups seeking to purchase or link automated systems for the purpose of resource sharing. The plan may be found in Appendix A.

FIVE MAJOR GOALS

This section looks at the five major goals in greater detail. Each goal is broken down into more easily identifiable segments, justification in the form of a "need indicator" for each segment is given, and a cost estimate shown.

Need indicators identify the areas in Texas where need for library services exists. In determining the extent of the need, we first establish a standard. The standard may be national (American Library Association), state (Texas Library Association) or where standards do not exist, they are administratively determined by the Library Development staff. Standards represent the best judgement of the library community and are intended to be practical, that is, within reach. Second, we analyze the current status of library service through the use of surveys, performance reports, and information gathered by other governmental agencies. Third, we compare the current status to the standard. The amount existing library service falls short represents "need". Fourth, cost estimates are determined by applying a current unit cost to the amount service falls short of standards. The resulting figure is a rough estimate of the additional funding needed to raise library service from the current level to established standards.

GOAL 1 Fund and support improved library services and increased library resources.

Under this goal the State Library may award grants to library systems for the purpose of increasing the number of persons served, for increasing library collection size, for increasing collection use, to answer a greater number of reference questions, and to inform the public of available library services. Major Urban Resource Libraries (MURL) will be partially compensated for the services they provide without charge to persons living outside of their tax-supporting area. Services include on-site use of the collection, answering reference questions, and loaning library material.

Funds will also be awarded, if available, for building new, or upgrading existing library physical facilities.

Administering state and federal funds and programs is the responsibility of the Library Development Division. Strict accountability of programs and expenditures under this goal and all others is achieved by advance planning of programs and budgets, by producing guidelines and rules for program administration, by overseeing the LSCA Grant application process, and by monitoring fiscal and program performance.

NEED INDICATORS AND COSTS

Persons served - All Texans should be served by libraries which are full members of the Texas Library System. In SFY 1989, 230,074 patrons were served by non-system member libraries. At an estimated cost of $6.44 per patron served, $1,481,677 is needed for non-system member public libraries to reach the average level of support attained by system members.

Library materials - Four items (print and non-print material) per capita is the administrative standard set for collection resources. The state average is 2.83, with 5 systems falling below the average. To bring library resources up to standard 17,316,994 items should be purchased, which at an average cost of $16 per item will require $277,071,904.

Library use - Attendance at all system-sponsored audiovisual showings should total one per capita. Attendance in 1989 totalled 6,741,672, leaving a gap of 10,095,328. At the statewide average of $.25 per viewer, $2,523,832 is needed to bring attendance up to standard.

Extension collection circulations - Circulations from system extension collections should total 175,000 annually. Circulations actually totalled 91,452 in SFY 1989, leaving a gap of 83,548. At an average cost of $.62 per circulation, $51,800 is needed to bridge the gap.

Automated circulations - Resource sharing is encouraged through the application of technology. Automated circulations on system-supported systems should total twenty percent of statewide circulations. Actual performance fell short of this standard by 5,077,899. At an average cost of $.17 per automated circulation, $863,243 is needed to reach the standard.

Publicity material - The library system should have a strong public relations program which distributes 2,000,000 pieces of publicity each year. Actual performance was short by 1,401,805 pieces. At an estimated cost of $.19 per piece, $266,343 is needed to reach the administrative standard.

MURL services - Persons outside of the tax-supporting area of MURL libraries should have free access to MURL collections and services. One million persons are expected to make on-site use of MURL facilities, receive reference assistance, and check out 500,000 items. Actual performance fell short in all three areas. At an average cost of $5.00 per reference question, $4,619,470 is needed to bring reference services from the current level up to standard, and at an average costs of $1.00 per volume circulated, $265,579 is needed to bring circulation services up to standard.

Physical facilities - Over 76 percent of public library facilities fall below Texas Library Association standards. Over 12 million Texans, or 86 percent of the population served by libraries, do not have access to adequate library facilities. A total of 4.8 million square feet of floor space is needed to meet standards. Further, 20 percent of public libraries, having a total of 744,368 square feet, were built more than 50 years ago and are in need of replacement. At an average cost of $60 per square foot, excluding site acquisition, $333,683,220 is required for additional and replacement construction.

GOAL 2 Encourage libraries to share resources and information.

Sharing of collection holdings among libraries is one excellent way to improve delivery of materials and information to library users. The first step in sharing is to mark the location of library materials. This is done by entering data into bibliographic databases, which are directly or indirectly accessible to all system members, and by creating and distributing "union" lists of periodicals, journals and other specialized publications. The next step is to provide a mechanism to borrow materials and have reference questions answered. Free interlibrary loan service fills this need. The third step is to broaden the number and types of libraries participating in interlibrary loan by including academic, school, and special libraries, and to encourage the development of regional and local cooperative resource sharing projects.

NEED INDICATORS AND COSTS

Network interlibrary loans - The standard for requests filled through the network is one percent of total public library circulation. In SFY 1989 performance was 409,236 transactions short of the standard. At an average cost of $7.94 per filled request, $3,249,334 additional is needed to reach the standard.

Database records - All holdings of interlibrary loan referral centers should be accessible through the OCLC database. The state average is 60 percent, with some centers falling as low as 34 percent. At an average cost of $.17 per title for tape loading, $255,349 is required to enter the remaining titles into OCLC.

Union listing - An administrative standard has been set to have 75 percent of all Texas OCLC members also participate in the statewide union list of serials. An estimated $250,000 is needed to reach the standard of 116 libraries from the present 98 participants.

Reciprocal borrowing - Libraries within a given geographic area should maintain reciprocal borrower's privileges, to enable any person within the area to freely use materials from any nearby library. There are 438 system member libraries in Texas; only 24 have system-sponsored reciprocal borrowing agreements. At an average cost of $1.00 per net loan, an estimated $597,703 is needed to bring current levels of participation up to the standard of one percent of total system circulation.

Shared automated systems - An administrative standard has been set to have 50 percent of system members, or 219 libraries, participate in shared automated systems or link existing systems for the purpose of sharing resources. At $275,000 per shared or linked system of four libraries, an estimated $13,475,000 is needed to reach the standard from the present level of cooperation.

Multitype library cooperation - Twenty-five percent of all Texas libraries should be participants in multitype cooperative organizations and activities. There is a gap of 1,433 libraries between the standard of 1,729 and the number actually participating. At an average cost of $10,000 per library, $14,330,000 additional is needed to attain the goal.

System resource sharing projects - All library systems should conduct projects to share resources and information between system headquarters and member libraries, e.g., reference referral and lateral interlibrary loan. Only three systems have such projects. At an average cost of $40,000 per system, $280,000 is needed to reach the standard.

GOAL 3 To extend library service into unserved areas.

Over 1,177,000 Texans in 62 counties live in areas without library service. To correct this deficiency we have taken a three-pronged approach. The first is to encourage the establishment of public libraries in unserved counties; the second is to encourage all counties to fund library service; the third is to encourage library systems to provide books-by-mail programs to reach a portion of the unserved.

NEED INDICATORS AND COSTS

Serving the unserved - All Texans should have access to free public library service within reasonable driving distance. At the average system support of $9.20 per capita, $10,829,955 is needed to bring library service to the 96,251 who live in 15 counties without public libraries, and to the 1,080,918 who live in unserved areas of 47 other counties. Building construction costs are excluded from this figure.

Books-by-mail service - An administrative standard has been set to offer books-by-mail service to every citizen living in an area without library service. At an average cost of $7.03 per circulation, $8,248,812 is needed to raise the existing level of service to reach every citizen in the target group.

GOAL 4 To provide training and information on all aspects of library services to librarians and others.

A program of on-going education for librarians and staff is essential to assist those administering libraries and providing service to refresh their skills and add knowledge on new library topics to better serve the public. Both the State Library and library systems offer consultation services and continuing education workshops on such topics as collection development, services to the disadvantaged, services to children and young adults, automation, outreach, and staff training.

The State Library also operates a jobline service for librarians seeking new employment, and administers a collection of professional library science materials which are available on free loan.

NEED INDICATORS AND COSTS

Consulting hours - The State Library and the library systems should provide regular and frequent advisory and consulting services. An administrative standard has been set of 7,500 consulting hours for the State Library and of 25,000 consulting hours for the library systems. Actual performance fell short of these standards by 16,856 hours. At an average cost of $32.61 per hour, $549,674 is needed to bring the number of consulting hours up to standard.

Continuing education hours - The State Library and library systems should provide regular programs of in-service and continuing education for librarians and others. An administrative standard has been set for the State Library and the library systems to each provide 20,000 continuing education student hours. At an average cost of $11.04 per hour, $173,184 is needed to reach the standard from the existing level of performance.

GOAL 5 To improve library service to persons with special needs.

Library systems and local libraries are encouraged to establish programs and projects to assist the disadvantaged--the elderly, the limited English speaking, the unemployed, migrant workers--those in state residential institutions, the blind and physically handicapped, those in need of adult literacy instruction, and children.

NEED INDICATORS AND COSTS

State institutions - National library standards exist for adult and juvenile correctional institutions, and for institutions for the mentally retarded. Based on a 1989 survey conducted by the State Library, substandard conditions exist at every institution and in every area of library service. To focus on just two areas, $6,468,000 is needed to hire 231 staff members at $28,000 each, and $4,266,592 is needed to purchase 266,662 books at $16.00 each. Cost estimates for physical facilities, magazines, newspapers, audio-visual materials and equipment, and interlibrary loan and reference services are not available at this time.

Blind and physically handicapped persons served - No one knows the exact number of Texans who are blind or physically disabled. The Division for the Blind and Physically Handicapped estimates that 200,000 eligible Texans desire to receive library service. The actual number served is 22,954. At an average cost of $54 per patron, $9,560,484 is needed to reach those desiring service.

Texas Reading Club - Children are our future. It is difficult to think of a more fundamental skill needed by every child than the ability to read at a functional level, and through reading to gain wisdom and knowledge needed for every-day living. The Texas State Library encourages reading by annually sponsoring a summer reading program, through which we hope to reach one out of every three children between the ages of 5 and 13. At an average cost of $0.14 per participant, an estimated $53,062 is needed to close the gap between current performance and the standard.

Literacy instruction - According to the 1980 U.S. Census, over 4 million adult Texans have not completed high school. In some parts of the state the high school dropout rate is over 40 percent. The Texas Education Agency has estimated that over 2 million Texans are functionally illiterate. To help meet the need for a fully literate population, an administrative standard of 1,000,000 student literacy instruction hours has been set. In SFY 1989 literacy hours totalled 501,209, leaving a gap of 498,791. At an average cost of $.48 per hour, $239,420 is needed to begin addressing this pressing need.

COST SUMMARY

By using clearly defined, measurable standards, by comparing existing service with those standards to determine need, and by applying current unit costs to need we determine the additional funds needed to raise current levels of service to the standard. The total of all individual cost estimates is $693,653,637, which may seem prohibitively large. While these needs cannot be addressed completely in one or two years, many can be met with a sustained development effort over the next twenty years. Local governments in Texas spend $132,836,137 annually with the state and federal governments together spending an additional $7,208,563 annually. These levels of support would have to be increased significantly for many years to address the library development needs described in this Long Range Plan.

Chapter 1

INTRODUCTION TO THE LONG RANGE PLAN FOR STATEWIDE LIBRARY DEVELOPMENT

PURPOSE OF PLAN

The Texas Long Range Plan for Library Development 1990-1993 has been prepared to satisfy requirements of the Library Services and Construction Act, P.L. 98-480 and to guide the Texas State Library and Archives Commission in the fulfillment of its statutory mission.

Under the Library Services and Construction Act, federal funds are provided to assist states to:

- Establish, extend, and improve public library services in areas of the state that are without these services or where services are inadequate;
- Construct public libraries;
- Establish, extend, and improve library service to the handicapped, the institutionalized, the disadvantaged, persons with limited English speaking ability, the aged, and those in need of literacy training;
- Provide assistance to libraries to serve as community information and referral centers;
- Strengthen the state library agency;
- Strengthen major urban resource libraries;
- Engage in planning for cooperative library networks and for statewide resource sharing;
- Establish, expand, and operate library networks to serve public, academic, school, and special libraries;
- Increase services and access to services through effective use of technology.

The Texas Legislature has charged the Texas State Library and Archives Commission with the following duties:

- Aid and encourage development and cooperation in all types of libraries;
- Supervise county public libraries by visiting, advising, and assisting;
- Give advice on the establishment of public libraries, conducting library institutes and encouraging library associations;
- Collect reports on the holdings, services, staff, and budgets of public libraries;
- Ascertain the condition of all Texas public libraries and report these to the Commission;
- Adopt a state plan for improving public libraries and for public library construction;
- Establish and develop a state library system.

The Long Range Plan provides a framework for the establishment or expansion of programs to carry out the purposes mandated by the state and federal governments.

DEVELOPMENT OF PLAN

Planning for Statewide Library Development involves the efforts of many librarians and lay persons throughout the state. These groups and individuals, and their roles and responsibilities, are as follows:

Major Resource Systems

The ten major resource systems engage in extensive planning efforts, the results of which are incorporated in the Long Range Plan. Most of the systems have established planning committees made up of librarians and lay representatives. The committees may be organized by system program (Collection Development, Audiovisual Services, etc.) or by geographic region within the system. Some systems incorporate both types of planning committees. The results of the committee deliberations must ultimately be approved by the System Advisory Councils, which are seven-member lay boards elected by the lay representatives from each member library. Every two years, in even-numbered years, systems must submit a long range plan for the upcoming state biennium. Approved service objectives from these plans are incorporated in the Texas State Library and Archives Commission budget proposal to the Texas Legislature.

Library Systems Act Advisory Board

The Library Systems Act Advisory Board is a five member board, made up of librarians, appointed by the Commission. The Board meets several times a year to review the rules and regulations which govern the Texas Library System as well as other administrative policies and guidelines for the system program. The results of their actions and recommendations are incorporated into long range planning for system services.

Library Services and Construction Act Advisory Council

The LSCA Council is comprised of 13 members, some of which are librarians and some lay persons. The Council is appointed by the Commission to represent various areas of the state, as well as various disadvantaged library user groups, and sizes and types of libraries. The LSCA Council makes recommendations concerning programs which are funded entirely or partially with federal LSCA funds. They review and approve the Long Range Plan, the Annual Program, and the Basic State Plan for Statewide Library Development. The suggestions and recommendations of the LSCA Council are incorporated into long range planning for federally funded programs.

The State Librarian

The State Librarian is the executive and administrative officer of the Commission. As such he assists the Commission in the formulation of policy and sees to the administration of programs authorized by the Commission in accordance with state and federal statutes. Under the Library Systems Act, the State Librarian must approve annual plans of service submitted by the major resource systems. The State Librarian appoints the staff of the Library Development Division which sees to the day-to-day administration of the plans for statewide library development.

The State Library and Archives Commission

The State Library and Archives Commission is the governing body which oversees all of the programs of the Texas State Library. The Commission is comprised of six members, appointed by the Governor and approved by the State Senate to serve six-year terms. The Commission must approve all policies, programs, and plans which result from the planning activities described above as part of their overall responsibility for fostering the development of library services in Texas.

MISSION AND GOALS

The mission of the Texas State Library is to expand public access to the resources of all types of libraries, provide assistance to Texas libraries, and increase use of libraries by all Texans.

In accordance with this basic mission, five major goals have been established for Statewide Library Development in the years 1990-1993:

GOAL 1 **To assist in financing and supporting improved library services and increased library resources in Texas.**

GOAL 2 **To improve delivery of materials and information to library users by supporting and encouraging libraries to share resources.**

GOAL 3 **To provide public library service in unserved areas and encourage public libraries to form into larger units of service.**

GOAL 4 **To provide training and information on all aspects of library services to librarians and library users.**

GOAL 5 **To improve library service to persons with special needs by providing programs aimed at selected groups.**

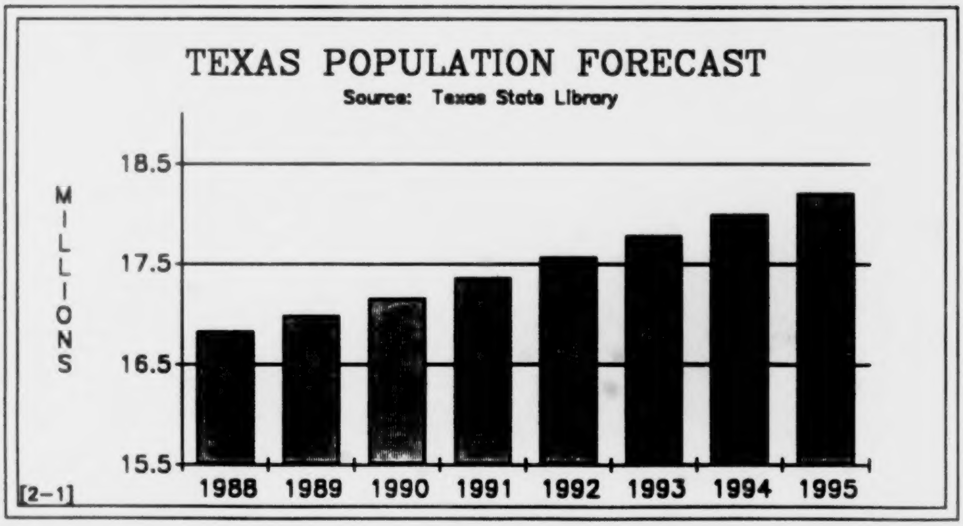
Chapter 2

LIBRARY DEVELOPMENT IN TEXAS

TEXAS AND ITS LIBRARIES

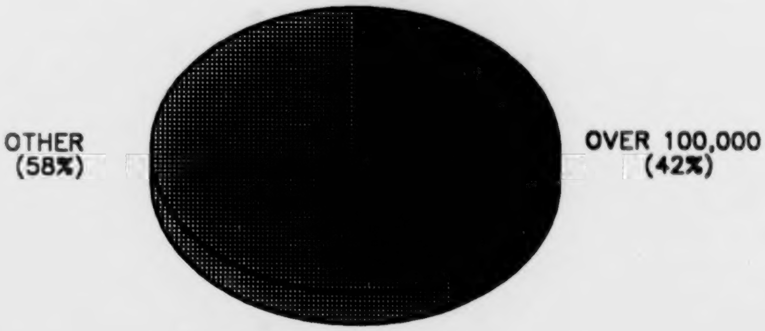
As Texas begins a new decade, the general pattern of growth and development characteristic of the late 1980's is expected to continue. There will be a gradual increase in economic activity with a moderate increase in population.

Presently Texas ranks second in area and third in population among the 50 states. The U.S. Census Bureau estimates the 1989 Texas population to be 16,991,000, up 154,000 from the previous year. The increase indicates a much slower rate of growth than occurred in the early 1980's when dramatic oil price increases caused a temporary surge in the Texas economy which drew many new residents to the State. In the first five years of the 1980's Texas' population increased 13 percent. However, over the past five years population growth has increased only 5.6 percent. As the Texas economy recovers from its dependence on petroleum, the State's annual population growth is expected to average about 1.2 percent per year, reaching 17,160,000 by 1990 and 18,215,000 by 1995.



The urbanization of Texas is a significant trend that will continue. Texas is the only state with three cities among the ten largest in the country. According to U.S. Census Bureau estimates, four more cities passed the 100,000 population mark between 1980 and 1988 (Odessa, Abilene, Plano, and Brownsville) bringing the total number of major urban areas to twenty. However, the decline in the Texas oil-based economy caused one of the cities, Odessa, to drop below the 100,000 figure, reducing the number in that category to nineteen. Approximately 42 percent of all Texans live in one of these nineteen large cities.

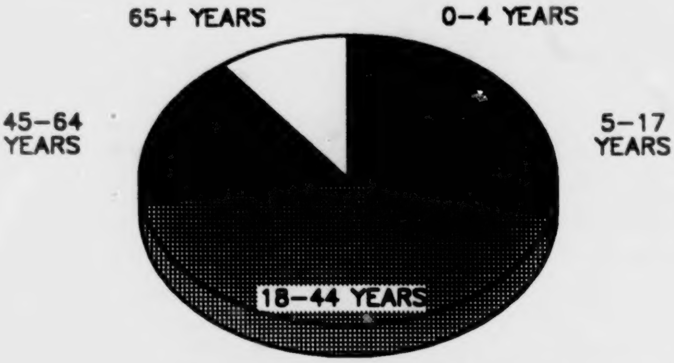
TEXANS LIVING IN CITIES OVER 100,000
1988



[2-3] Source: U.S. Census Bureau

The age distribution of Texas residents according to estimates prepared by Texas A&M University in 1988 shows that the age group 18-44 comprises almost 44 percent of all residents. The remainder are almost equally divided between those under 18 and over 44 years of age. This distribution is expected to change gradually, with a slight aging of the overall population by the turn of the century.

AGE DISTRIBUTION IN TEXAS, 1987

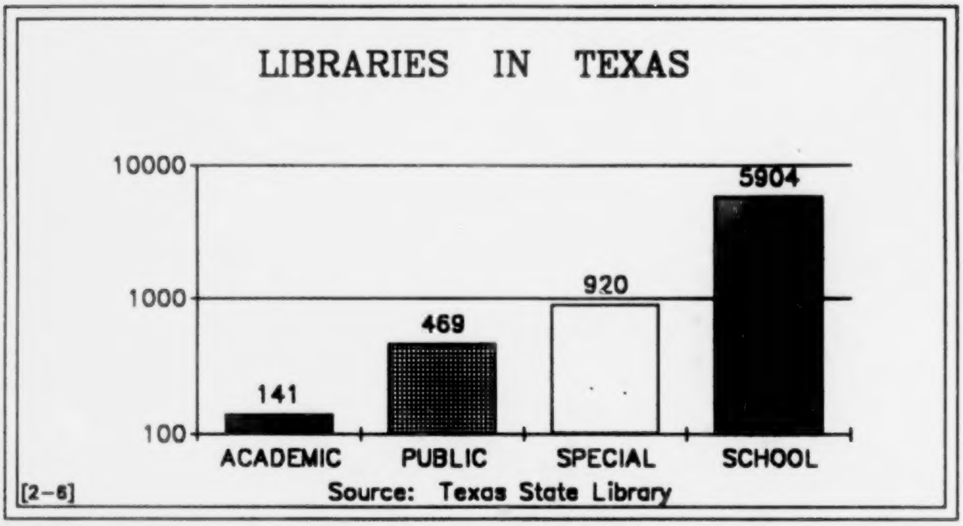


[2-4] Source: Texas A&M University

The Texas economy was once among the most robust in the nation, but the oversupply of oil and its consequent drop in price in the mid-1980's hurt the economy, much of which is dependent on a healthy petroleum industry. Problems in the agricultural economy also hurt areas of the state and retarded growth. The long term trend is more favorable. Many economists see a trend away from dependence on petroleum to a more sustainable and ultimately more healthy Texas economy based primarily on manufacturing and service industries. While in 1981 over 18 percent of the state's gross product was attributable to agricultural and mining (mostly oil and gas) activity, by the year 2006 this proportion is expected to drop to under 6 percent.

The recovery of the Texas economy, which began in 1987, continues. State revenue from all sources will reach an estimated $45 billion for 1990-91, up $4.2 billion from 1988-89; personal income will reach an estimated $295 billion in 1991, up from $252 billion in 1989; and the gross state product will reach an estimated $302 billion in 1991, up from $281 billion in 1989.

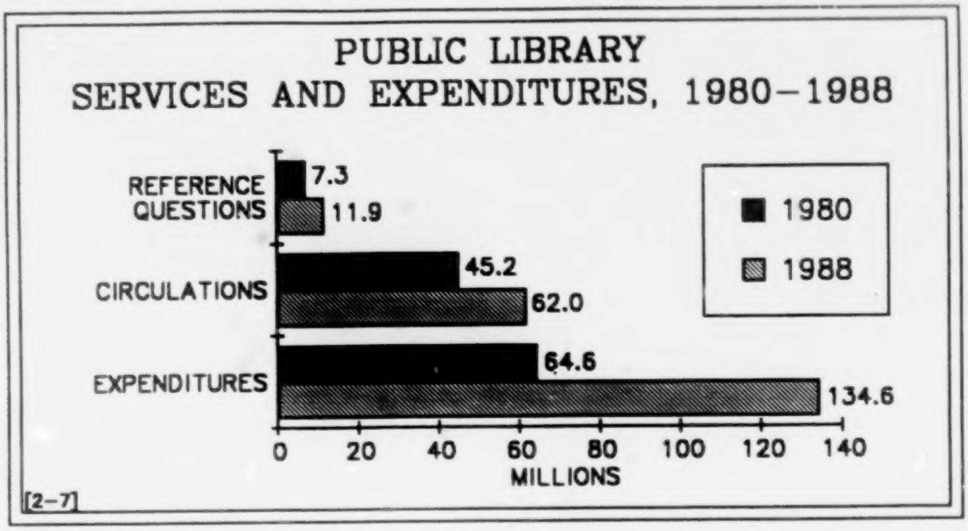
There is little doubt that Texas libraries benefited from the rapid growth of the Texas economy in the early 1980's and will continue to share in the state's recovery. As of 1988, the number of public libraries had risen to 469; academic libraries totaled approximately 141, special libraries, 920, and public school libraries, 5,904.



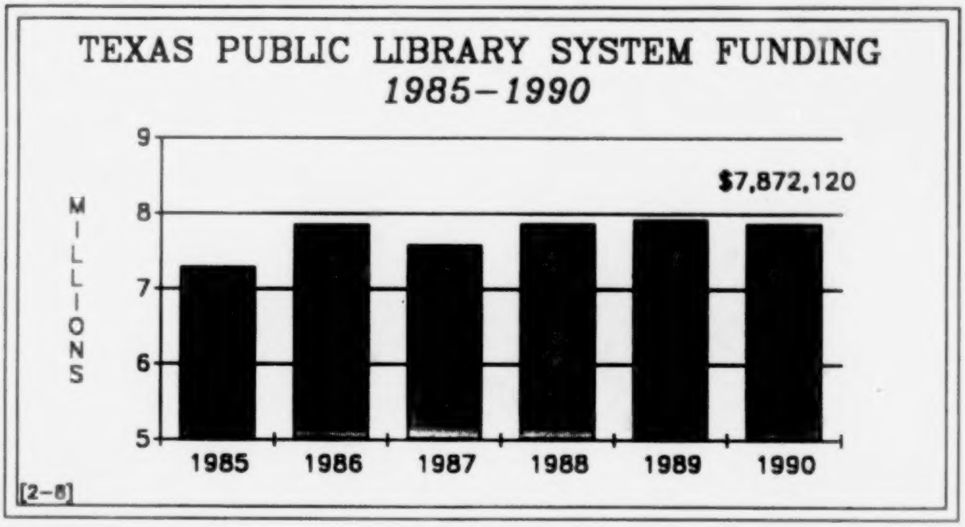
[2-6]

Source: Texas State Library

To use public libraries as an example of this growth, between 1980 and 1988, total public library expenditures from local sources showed an increase of 108 percent to over 134 million in 1988. Inflation absorbed much of this increase; however, an increase in services was also seen during these years. Circulation, for example, increased 37 percent, while the number of reference questions increased 63 percent over the same period.



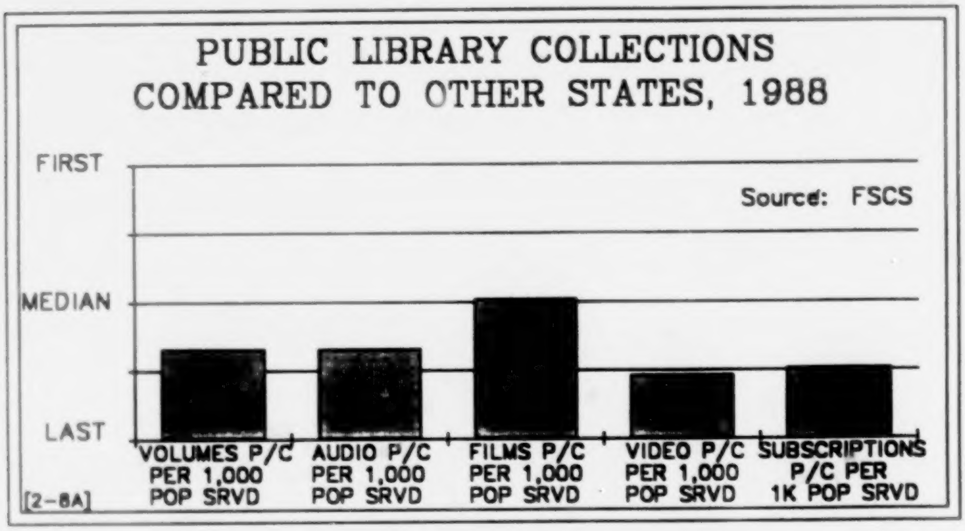
State support of public libraries through the Texas Library System program realized a similar increase. Between SFY 1980 and 1990, system funding, comprised of state and federal funds, rose by over 100 percent. However, for the past five years the level of system funding has remained approximately the same.



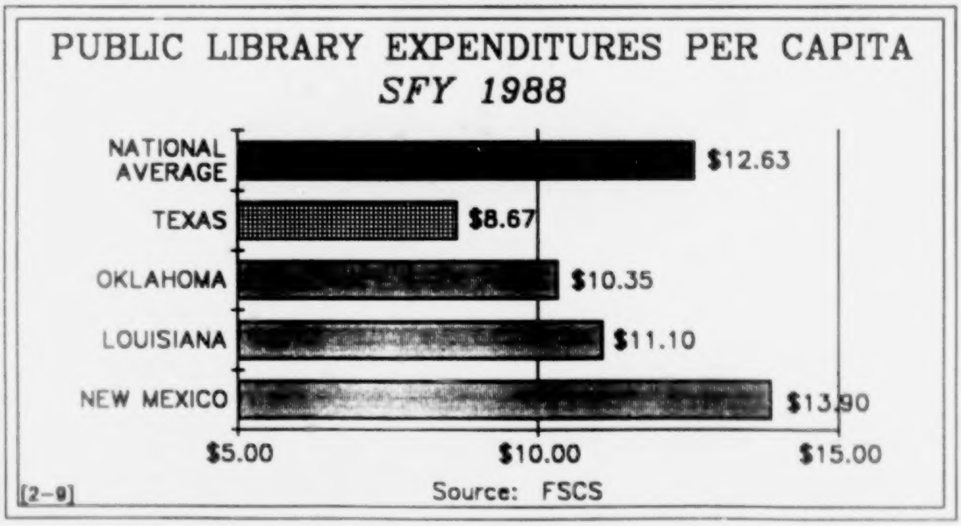
Similar growth in funding and services also occurred in other types of libraries during this period.

However gratifying the advances made, it is important to note that Texas libraries ended the 1980's in an inferior position compared to libraries in most other states. Therefore, despite the growth in funding and services experienced in the past decade, it is clear that a real need exists for continued library development in Texas during the new decade.

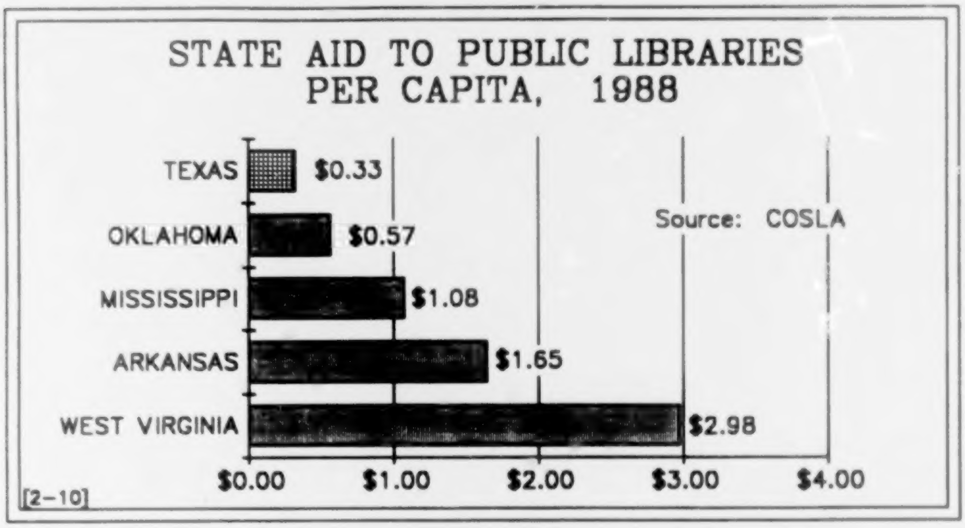
The inferior position of Texas public libraries may be illustrated by comparing collection sizes in Texas with collection sizes in the nation. On a per capita basis, Texas ranks close to the lower 25 percent in the important areas of book volumes, audio materials, videos, and subscriptions. Only in films has Texas reached the national average.



Again, in 1988 Texas public libraries expended approximately $8.67 per capita for library services. This amount was significantly less per capita than that spent in surrounding states, and one-third less than the national average.



Figures for state aid to Texas public libraries in 1988 tell a similar story. While the State of Texas appropriated approximately $.33 per capita to aid public libraries, states such as Oklahoma, Mississippi, Arkansas and West Virginia were appropriating many times this amount.



Source: COSLA

As Texas libraries move into the 1990's the need for continued growth and development remains. Many rural public libraries continue to fall far short of the minimum standards necessary to qualify them to receive assistance through the public library systems. Continued population growth in urban areas has resulted in increased pressure for more facilities, staff, and library materials to meet the demand for public and school library services. The Texas Education Agency reports that as many as 1,000 public schools in Texas may still be without a library. While the state's economy has begun to recover from its precipitous decline, public libraries and libraries in state colleges and universities continue to experience a funding crisis as they strive to meet ever increasing demands with proportionately decreasing resources. Significant programs of cooperation between all types of libraries in Texas has only begun and is largely non-existent outside of major urban areas.

Whether Texas libraries can continue to grow and develop in the immediate future is an open question, from the perspective of the present. The transition predicted by economists from a resource-based economy to a service and manufacturing-based economy in Texas has proven to be a difficult and painful one for libraries and for other public sector agencies which are dependent, to a greater or lesser degree, on tax revenues generated by oil and gas production and related industry. Making good use of what tax resources are available, and continuing to seek improvement and development in a slower-growth environment will provide the challenge for library development as we enter the beginning years of the 1990's.

THE TEXAS STATE LIBRARY

The Texas State Library is the agency of state government charged with seeing to the continued development of library services in the state.

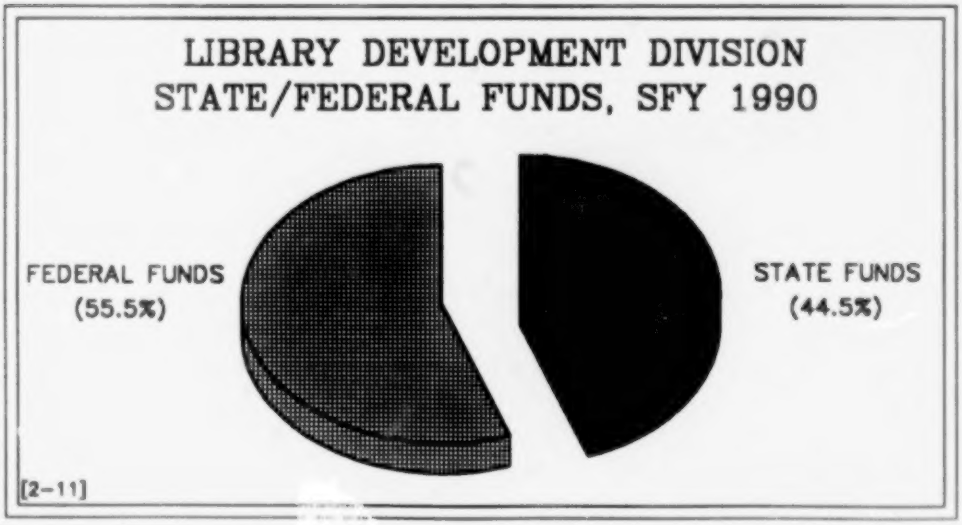
The Texas State Library had its official beginning in 1839 when President Mirabeau B. Lamar signed a proclamation establishing a library for the Republic of Texas. In 1909 the Texas Legislature created the State Library and Archives Commission. It is composed of six members appointed by the Governor and approved by the Senate. The State Librarian is the executive and administrative officer of the Commission.

After passage of the federal Library Services and Construction Act in 1965, the Texas State Library was designated by the Texas Legislature as the agency to administer funds to be available under this legislation.

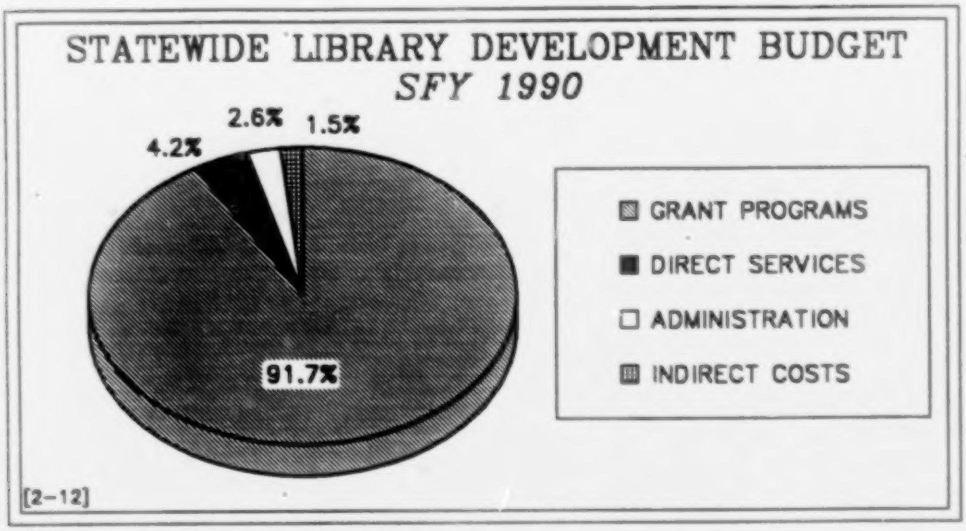
The 1969 Library Systems Act greatly increased the responsibilities of the State Library and created the Texas Library Systems Act Advisory Board. This five member board advises the State Librarian regarding rules and regulations under the Systems Act.

The Texas State Library is organized into six divisions and an Administrative Support Service. The Archives Division maintains, and makes available for research, official records of Texas. The Blind and Physically Handicapped Division is one of the 56 such regional libraries, and is designated by the Library of Congress to circulate special reading materials for the blind and physically handicapped throughout the state. The Information Services Division provides services to state government, federal and state documents depository libraries in Texas, and to all citizens interested in tracing their family history through an extensive collection of genealogical materials. The Records Management Division is charged with the responsibility of managing all public records for the state. The Regional Depository and Local Records Division administers the Regional Historical Resources Depository Program, a collection of inactive county, city and school records.

The Library Development Division of the Texas State Library is responsible for administering programs to improve library services for all Texans. The division utilizes state funds appropriated by the Legislature in addition to federal funds made available under the Library Services and Construction Act. Federal funds currently make up almost 56 percent of the division's budget.



The Library Development Division provides direct assistance through its programs of consulting, continuing education and publicity, as well as providing assistance indirectly by means of making grants to a variety of libraries throughout the state. In SFY 1990, grants made to public, academic, and other libraries, as well as to library consortia in the state, will account for 91.7 percent of the division budget, with direct services, administration, and indirect costs accounting for 4.2, 2.6, and 1.5 percent respectively.


STATEWIDE LIBRARY DEVELOPMENT BUDGET
SFY 1990

Among the direct services which the Library Development Division offers to libraries and librarians in the state are the following:

- Consulting Services. Librarians, trustees, and other interested persons may receive special assistance on all aspects of library development and library operations from several consultants employed by the division. Consultants have special skills in services to children and young adults; in outreach services to the disadvantaged, minorities, and handicapped; in library services for state residential institutions; in establishing library services in unserved communities; and in automation of library functions.

- Continuing Education. Each year the State Library conducts workshops for librarians and trustees to gain or update their skills. Topics have included reference interview techniques, evaluation of library services, children's programming, services to the aging, services to the handicapped, services to Hispanics, using volunteers, and microcomputer applications. Every two years members of the Public Library System Advisory Councils attend a conference sponsored by the State Library to acquaint them with the Texas Library System. Information on upcoming workshops and conferences is published in Library Developments, the division's newsletter.

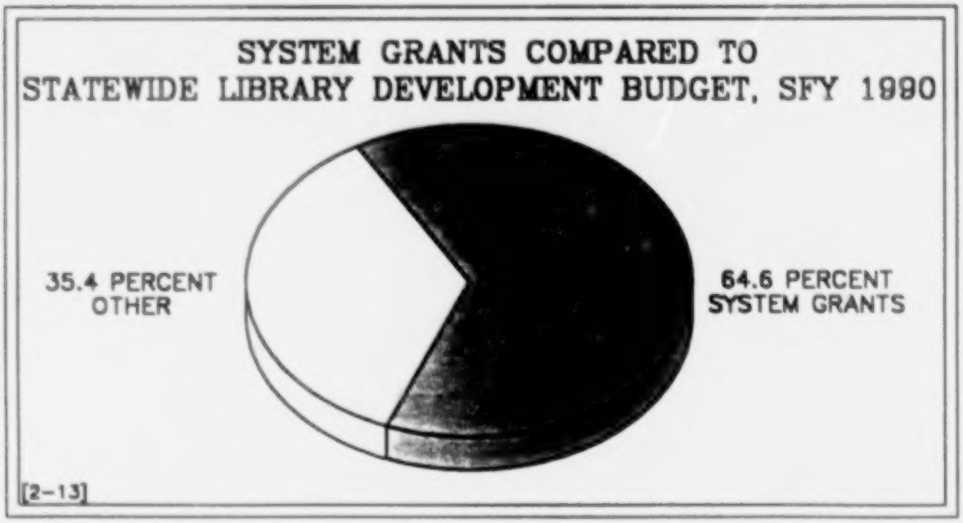
- Library Science Collection. Any Texas resident may call toll-free to request information or materials about libraries, library science, or information science from a collection of 5,000 books and periodicals, vertical file materials, audiocassettes and videocassettes. A microfiche catalog of holdings is distributed semi-annually to 50 libraries, and an annotated list of new additions to the collection is published every two months in Library Developments, the division's newsletter.

- Texas Reading Club. The Texas Reading Club offers an annual theme to attract children to the joys of reading. Free promotional materials include four-color posters, bookmarks, certificates, and reading logs. In addition, each library receives a manual with suggestions for programs, games, group activities, and reading lists based on the theme concept. Themes of recent years were MAGICAL MYSTERIES, AWESOME ADVENTURES, ANIMAL ANTICS, TRAILBLAZERS-STARGAZERS, and CREATURE FEATURES. More than 400,000 children participate in the program each year.

As was noted above, most of the activities of the Library Development Division are carried on by means of subgrant contracts with libraries and consortia to accomplish specific service objectives for statewide library development. The current subgrant programs offered by the division are as follows:

- Texas Library System. In 1969 the Texas Legislature authorized the organization of library systems to improve library services and to make resources accessible to all residents of the area that the member libraries collectively serve. The Texas State Library and Archives Commission designated the public libraries in Abilene, Amarillo, Austin, Corpus Christi, El Paso, Fort Worth, Garland, Houston, Lubbock, and San Antonio as Major Resource Centers to provide services to libraries within a specific region. Each year the State Library awards grants to Major Resource Center libraries to provide these services. The grants may be utilized to purchase library materials and audiovisual equipment, train library staff, loan films, provide library data processing services, offer consulting services, loan rotating and extension collections, assist with literacy training programs, or provide mail delivery of paperbacks to people who are homebound or are not served by a public library in their county.

  The Texas Library System program is by far the largest program administered by the division, accounting for 64.6 percent of the division's budget.



- Public Library Construction Program. Grants are awarded for new construction or purchase, additions, and remodeling, in those years in which funds are appropriated by Congress. Guidelines and preapplications are available on request in December. Preapplications are due in May. Successful applications are funded for a three year period beginning in September.

- TexNet. The interlibrary loan services provided by TexNet allow users of public, academic, or special libraries to borrow from other libraries materials that are unavailable at their local library. To operate this program, the Texas State Library contracts with 10 of the largest public libraries and approximately 30 college libraries to fill or refer requests for materials submitted by public, academic, or special libraries. Reference questions which cannot be answered may also be referred to the interlibrary loan center at the library in Abilene, Amarillo, Austin, Corpus Christi, Dallas, El Paso, Fort Worth, Houston, Lubbock, or San Antonio.

- Grants for Multitype Library Cooperation. Title III of the Library Services and Construction Act provides funds to finance projects that demonstrate cooperation and coordination among public, academic, special, or school libraries. Eligible projects must involve or provide services to at least two of the above types of libraries. Application guidelines are published each November to assist applicants in developing proposals for evaluation by the LSCA Advisory Council, a group of 13 citizens and librarians. Successful applications are funded for a one-year period beginning in September.

- Major Urban Resource Library Grant Program. MURL grants are made to public libraries in cities with over 100,000 population to assist the libraries in serving persons outside their tax-supporting area. Services provided by the Major Urban Resource Libraries include on-site use of collections, on-site and telephone reference services, and circulation of materials to non-residents.

- Interlibrary Loan Resource Center Bibliographic Network. The State Library financially supports cataloging in the OCLC database by 10 public libraries: Abilene, Amarillo, Austin, Corpus Christi, Dallas, El Paso, Fort Worth, Houston, Lubbock, and San Antonio. The materials in these libraries can be identified by other libraries able to search the OCLC database and may be borrowed by placing an interlibrary loan request.

- Establishment Grant Program. Counties without a public library may apply for assistance in establishing public library services. Applications are mailed to eligible counties in January and are due at the State Library June 1. Counties are eligible for a minimum of $20,000 per year for up to three years. Beginning in 1992 the minimum grant will be raised to $25,000 and a maximum set at $40,000.

- Institutional Grant Program. Under the federal Library Services and Construction Act, Title I funds for the purchase of library materials are available to state institutions that provide library services to residents. Eligible institutions may order library books and audiovisual materials through the State Library. Applications are mailed to interested state institutions each year. The minimum grant is $400 per institution with additional funding available to match the institutional library's expenditures for library materials.

- *Public Library Services for Disadvantaged Populations*. Grants are awarded to public libraries developing services to meet the special needs of and to encourage library use by the socially, economically and culturally disadvantaged, including unemployed persons, children of migrant workers, people for whom English is a second language, those living below the poverty level, people over 65, and adults with less than a 12th grade education. Application guidelines are mailed in November to assist applicants in developing proposals for evaluation by the LSCA Advisory Council, a group of 13 citizens and librarians. Successful applications are funded for a one year period beginning in September.

- *Project Partners Grant Program*. Two or more nearby public libraries may apply for matching funds to share resources in an automated environment. Funds may be used to purchase and operate an automated system or to link separate existing automated systems. The basic premise of Project Partners is that the highest volume of resource sharing will occur when patrons have free access to the collections of participating libraries, when those libraries are within easy driving distance, and when the libraries share the same or link existing automated systems. Successful projects may be funded for up to a two year period beginning in September.

Chapter 3

GOALS, OBJECTIVES AND TASKS FOR STATEWIDE LIBRARY DEVELOPMENT

The following are the major goals for Statewide Library Development in Texas, along with specific objectives and task statements which represent an action plan for State Fiscal Years 1990-93.

GOAL 1 To assist in financing and supporting improved library services and increased library resources in Texas.

Objective 1.1: To award system operation grants to the library systems.

Task 1.11 Increase the number of persons served by Texas library systems to:

1990	1991	1992	1993
14,500,000	14,500,000	14,593,585	14,748,045

Task 1.12 Increase the percent of the state's population served by Texas library system members to:

1990	1991	1992	1993
86.40	86.41	86.46	86.51

Task 1.13 Purchase library materials annually to support library and system services.

1990	1991	1992	1993
239,000	257,100	260,000	260,000

Task 1.14 Achieve annual attendance at system-supported showings of films, videos, and filmstrips of:

1990	1991	1992	1993
7,456,600	7,646,500	7,700,000	7,800,000

Task 1.15 Achieve annual circulations from system extension, rotating, and circuit collections (books, large print, mail-a-book, cassettes, art prints) of:

1990	1991	1992	1993
106,000	105,000	106,000	107,000

Task 1.16 Record circulation transactions utilizing system-supported automated circulation each year.

1990	1991	1992	1993
5,792,000	5,850,000	5,900,000	5,950,000

Task 1.17 Distribute publicity materials through the library systems each year, in the amount of:

1990	1991	1992	1993
862,660	870,000	875,000	880,000

Objective 1.2: To make grants to Major Urban Resource Libraries in years in which LSCA Title I funding exceeds $60 million nationally.

Task 1.21 Compensate the Major Urban Resource Libraries for the services they provide without charge to persons outside of their tax-supporting area, in order to ensure continued availability of one or more of the following non-resident services: on-site use of the collection, (500,000 annual total), use of reference services, (100,000 annual total), and circulation of library materials (200,000 annual total).

Objective 1.3: To assist in upgrading facilities of public libraries through the administration of LSCA Title II grants, when funding for Title II is available.

Task 1.31 Maintain current information on the need for library facilities by regularly updating a computerized database of public library physical facilities.

Task 1.32 Award Title II grants to qualifying public libraries by August 1 in years in which Title II Funds have been appropriated.

Task 1.33 Increase the number and size of public library physical facilities through new construction, renovation or remodeling, by adding 75,000 square feet annually.

Objective 1.4: To provide financial and program accountability through the administration of state and federal funds.

Task 1.41 Conduct biennial planning and budgeting activities.

a) In odd-numbered years, complete goal and policy setting option identification by March 31 for biennial budget planning.

b) In odd-numbered years, receive staff recommendations regarding goals policy options, criteria and alternative programs by May 31.

c) In odd-numbered years, complete outline of biennial budget by September 30 and complete system budget guidelines by October 15.

d) In even-numbered fiscal years, prepare a biennial budget for submission to the Legislative Budget Board by March 31.

e) Submit annual performance report to the Legislative Budget Board by December 31.

Task 1.42 Monitor and revise Rules for Administering the Library Systems Act.

a) Seek advice on improvements in the Rules from the Library Systems Act Advisory Board, Major Resource Center directors, and system coordinators by May 31.

b) Disseminate to the public proposed Rules by July 31.

c) Hold a public hearing on the proposed Rules by October 31.

d) Publish Rules for Administering the Library Systems Act as adopted by the Texas State Library and Archives Commission by November 30.

Task 1.43 Monitor fiscal and program performance.

a) Prepare and submit to the U.S. Department of Education the LSCA Annual Report (performance and expenditure) by December 31.

b) Conduct at least five on-site evaluations of systems each year; conduct at least one on-site monitoring visit of each competitive grant and ILL center each year.

c) Analyze requests-for-funds quarterly to assess if proper cash management procedures are being followed.

d) Notify grant recipients of discrepancies between financial status reports and property inventory records by August 31.

e) Review grant recipient's financial status reports for accuracy and compliance within 30 days of receipt.

f) Conduct inventory of all grant equipment purchased with grant funds in May of odd-numbered years, and of system library materials in December of odd-numbered years.

g) Submit audit findings for grantees within 180 days following receipt by grants administrator.

h) Prepare and distribute audit manual for grantees by August 31.

i) Prepare expenditure report of state and federal funds by September 30 for Legislative Budget Board.

j) Minimize grantee unobligated fund balances by August 31.

Task 1.44 Prepare LSCA grant application

a) Complete update of statistical needs assessment for the Long Range Plan by December 31.

b) Complete census data analysis of LSCA priority groups and geographic areas for LSCA documentation by January 31.

c) Complete preparation of application and reporting guidelines for grant projects such as systems, establishment, disadvantaged, Project Partners, and Title III for inclusion in the LSCA Annual Program by February 28.

d) Mail the drafts of the LSCA Annual Program and Long Range Plan to the LSCA Advisory Council by April 15.

e) Seek the advice and approval of the LSCA Advisory Council by May 31.

f) Present the LSCA Annual Program and Long Range Plan to the Commission for approval by June 30.

g) Initiate the Texas Review and Comments process through the Governor's Office of Planning and Budget by July 31.

h) Publish and disseminate the Annual Program and Long Range Plan by September 30.

i) Receive Department of Education approval of the LSCA Annual Program and Long Range Plan by October 30.

Task 1.45 Conduct program administration activities

a) Mail notifications announcing availability of grant programs (establishment, disadvantaged, MURL, Project Partners, and Title III) by October 15.

b) Mail guidelines for interlibrary loan budgeting by December 31.

c) Complete negotiations with referral libraries and mail final interlibrary loan contracts by July 15.

d) Mail system contracts by August 1, and mail contracts for all other grantees, including academic libraries receiving reimbursement for interlibrary loans to public libraries by August 15.

GOAL 2 To improve delivery of materials and information to library users by supporting and encouraging libraries to share resources.

Objective 2.1: To provide interlibrary loan services and answers to informational inquiries through a network of public, academic, and special libraries.

Task 2.11 Increase interlibrary loan requests filled by TexNet.

1990	1991	1992	1993
193,000	202,000	230,000	240,000

Task 2.12 Monitor and evaluate the cost-effectiveness of interlibrary loan services. Meet with the staff of each interlibrary loan center at least once each year.

Task 2.13 Investigate the use and incorporation of new technologies; conduct studies and pilot projects; and write reports as necessary.

Objective 2.2: To provide statewide information about the location of library materials in Texas through the creation and expansion of bibliographic databases.

Task 2.21 Add bibliographic records (FTU's, reclassifications, updates, original inputs) of the interlibrary loan centers to the OCLC database at the rate of 60,000 per year.

Task 2.22 Maintain a statewide union list of serials using the OCLC union listing capability. Smaller union list groups and individual libraries may be profiled into this statewide union list and may receive financial assistance in adding their holdings to this database. The number of locations (summary holdings statements) shown on the union list will be:

1990	1991	1992	1993
571,000	575,000	580,000	585,000

Task 2.23 Distribute at least one copy of the union list to participating libraries annually for use as an interlibrary loan location tool.

Task 2.24 Encourage public, academic, and other libraries to submit Title III grant applications to add their holdings to the statewide union list.

Objective 2.3: To encourage public libraries to loan materials without charge to the borrower through the formation of reciprocal borrowing agreements and city-county contracts.

Task 2.31 Achieve 7,000 system-supported reciprocal borrowing transactions annually.

Task 2.32 Monitor the number of reciprocal borrowing agreements formally established between nearby libraries under Project Neighbor of the "Automation and Resource Sharing Plan."

Task 2.33 Achieve a participation rate of 15 percent of Texas public libraries in Project Neighbor.

Objective 2.4: To facilitate reciprocal borrowing by encouraging shared integrated automated systems.

Task 2.41 Award LSCA Title I matching grants totaling from $200,000 to $500,000 annually for public libraries to purchase shared automated library systems, or to link existing automated systems.

Objective 2.5: To encourage provision of regional and local cooperative services for meeting common user needs through joint planning, informal cooperation, and contractual arrangements among public, academic, school, and special libraries.

Task 2.51 Award LSCA Title III grants totaling from $200,000 to $400,000 annually to conduct demonstration and cooperative projects among public, academic, school, and special libraries.

Task 2.52 Achieve 5,755 system-supported interlibrary loan transactions (reference referral and lateral interlibrary loan) annually.

GOAL 3 To provide public library service in unserved areas.

Objective 3.1: To encourage and support the establishment of public libraries in unserved counties.

Task 3.11 Work with the systems and with citizens and officials in unserved counties to increase the number of counties with library services by one each year.

1990	1991	1992	1993
238	239	240	241

Task 3.12 Award establishment grants to newly established public libraries as follows:

1990	1991	1992	1993
1	1	1	1

Task 3.13 Research and report by August 1990 on the feasibility of expanding the establishment grant program to include marginally qualified, non-county libraries.

Objective 3.2: To encourage library systems to provide library service to counties without local public library service.

Task 3.21 Provide access to direct library service through library systems' books-by-mail programs to 10,000 unserved and underserved Texans each year.

Task 3.22 Record 4,140 annual circulations from system-supported books-by-mail projects.

Task 3.23 Study alternatives for providing library services to counties without public libraries and other unserved areas.

GOAL 4 To provide training and information on all aspects of library services to librarians and library users.

Objective 4.1: To provide technical assistance and consulting upon request to librarians, systems personnel, library staff, trustees, advisory councils, and interested persons.

Task 4.11 Provide specialized consulting hours through the Texas State Library in the areas of automation, children and young adult services, library management, services to the disadvantaged and institutionalized, staff training, technical services and other areas to librarians, library staff, systems personnel and interested persons.

1990	1991	1992	1993
4,100	4,100	4,100	4,750

Task 4.12 Provide 17,366 hours of consulting through the library systems in support of ongoing local library operations in the areas of automation, collection development, library management, literacy, media services, planning and budgeting, reference, technical services, youth services, and other areas to librarians, library staff, governing authorities and advisory boards.

Objective 4.2: To facilitate, coordinate, and promote statewide library continuing education activities, and to prepare and provide continuing education workshops and materials for interested persons working in and with libraries.

Task 4.21 Provide continuing education student hours through the Texas State Library in the areas of automation, children and young adult services, library management, services to the disadvantaged and institutionalized, staff training, technical services and other areas to librarians, library staff, systems personnel and interested persons.

1990	1991	1992	1993
13,000	14,000	15,600	15,600

Task 4.22 Enroll 2,000 persons per year for workshops offered by the Texas State Library.

Task 4.23 Produce and distribute instructional manuals through the Texas State Library.

1990	1991	1992	1993
4,850	5,100	5,900	5,900

Task 4.24 Provide the following hours of training and continuing education through the library systems in basic aspects of local library operations in the areas of automation, collection development, library management, literacy, media services, planning and budgeting, technical services, youth services, and other areas to librarians, library staff, governing authorities, and advisory boards.

1990	1991	1992	1993
11,400	9,900	10,500	11,000

Task 4.25 Maintain the number of persons attending workshops offered by library systems at 2,930 per year.

Task 4.26 Serve as a clearinghouse for continuing education activities by maintaining a database of topics, locations, and presenters of library-related workshops conducted within the state; by collecting, storing and disseminating workshop packets from those workshops; and by promoting attendance at these workshops through newsletters and brochures distributed by the Texas State Library and the library systems.

Task 4.27 Provide at least one workshop each biennium through the Texas State Library for trainers, consultants and system coordinators.

Task 4.28 Organize a meeting by August 1991 of agencies responsible for library continuing education within the state (library schools, library systems, Texas Library Association, Texas State Library) to coordinate continuing education offerings and define areas of responsibility.

Objective 4.3: To collect and publish statistics from Texas public, special, and academic libraries.

Task 4.31 Publish Texas Academic Library Statistics by March 31 each year.

Task 4.32 Publish Texas Public Library Statistics by October 31 each year.

Task 4.33 Publish Texas Special Libraries Directory on an irregular basis.

Task 4.34 Examine trends in public library and Statewide Library Development program performance by issuing a report by December 31.

Task 4.35 Publish annual performance statistics for Statewide Library Development programs in the Division newsletter by January 31.

Objective 4.4: To provide information and library materials on all aspects of library and information services to librarians, systems personnel, library staff, trustees, advisory councils, and interested persons.

Task 4.41 Promote and distribute resources available from the Library Science Collection by the following means: distribution of microfiche copies of the library catalog; listing of new materials in the Division's bi-monthly newsletter; creation of special bibliographies and subject information packets; availability of an incoming WATS line for statewide information requests; and promotional activities at selected library association conferences.

Task 4.42 Distribute the following number of informational materials each year through the Library Science Collection and Continuing Education Consulting Department of the Texas State Library.

1990	1991	1992	1993
51,000	61,000	60,000	60,000

Task 4.43 Provide a jobline service listing available library positions statewide, to assist libraries in maintaining staffing levels, and to assist librarians seeking new employment. Record 5,000 jobline telephone inquiries per year.

Task 4.44 Sponsor a statewide conference to precede the second White House Conference on Library and Information Services (WHCLIS), and sponsor a delegation of library and information professionals, library-related persons, government officials, and the general public to attend the White House Conference. Both activities will take place during 1991.

Objective 4.5: To facilitate, coordinate, promote and disseminate research on topics of current interest and applicability to improving library service in Texas.

Task 4.51 To investigate current library research needs in Texas and recommend a plan for research to begin in 1992.

GOAL 5 To improve library service to persons with special needs by providing programs aimed at selected groups.

Objective 5.1: To assist libraries in improving library services to the disadvantaged.

Task 5.11 Maintain expenditures of at least $1,000,000 annually by the library systems for library materials and services which will impact disadvantaged persons served by local public libraries, including the elderly and the limited English speaking.

Task 5.12 Provide assistance to local libraries to improve services to limited English speaking and disadvantaged persons through the Texas State Library's consulting and continuing education programs, and library science collection. (See Tasks 4.11, 4.21, 4.23, and 4.41 for performance measures.)

Task 5.13 Provide from $250,000 to $500,000 in grants to local public libraries to develop services for targeted population (e.g., persons who are over 60 years of age, the impoverished, the unemployed persons, and persons for whom English is a second language, migrant workers, adults who are illiterate, and persons in local institutions).

Objective 5.2: To strengthen libraries in state residential institutions.

Task 5.21 Increase materials available in state institutional libraries. Through a program of centralized acquisitions provide the following number of library materials annually:

1990	1991	1992	1993
4,200	4,200	4,100	4,100

Objective 5.3: To provide continuing library service from the Texas State Library to print impaired Texans.

Task 5.31 Increase the number of new patrons registered by 3,300 per year.

Task 5.32 Increase the number of new institutions registered by 500 per year.

Task 5.33 Provide library service to 18,500 English-speaking individuals annually.

Task 5.34 Provide library service to 800 Spanish-speaking individuals annually.

Task 5.35 Provide library service to 1,650 institutions per year.

Task 5.36 Provide complete information, or appropriate referrals, in response to 16,500 reference questions annually.

Task 5.37 Record on tape English and Spanish book titles at the rate of 176 each year.

Task 5.38 Maintain an annual circulation of materials at 34 volumes per individual served.

Task 5.39 Maintain an annual circulation of materials at 22 volumes per institution served.

Objective 5.4: To assist public libraries in improving library services to children and young adults.

Task 5.41 Provide consulting to the library systems and public libraries on library services to children and young adults. (See Tasks 4.11, 4.23, 4.41 for performance measures.)

Task 5.42 Conduct a survey of youth services in Texas public libraries by June 1991, and issue a report on the survey results with recommendations by January 1992.

Task 5.43 Compile, print and distribute three manuals of programming ideas to children's and young adult librarians, as follows:

1991	1992	1993
Ages 0-5	Ages 6-10	Ages 11-15

Task 5.44 Distribute a manual on planning and managing youth services by December 1991.

Task 5.45 Maintain an annual library participation rate in the Texas Reading Club.

1990	1991	1992	1993
500	500	575	575

Task 5.46 Provide Texas Reading Club participation forms (Reading Logs) and other free Club promotional materials to public libraries, and to school libraries upon availability of materials.

1990	1991	1992	1993
425,000	426,000	450,000	450,000

Objective 5.5: To provide assistance for adult education and literacy programs in public libraries.

Task 5.51 Provide assistance to libraries through the Texas State Library's consulting and continuing education services, and library science collection to develop and improve local adult education programs. (See Tasks 4.11, 4.21, 4.22, 4.23, and 4.41 for performance measures.)

Task 5.52 Assist library systems in establishing local literacy projects in public libraries, which will result in the following number of student literacy and adult basic education hours:

1990	1991	1992	1993
231,300	234,800	236,500	237,800

NEED INDICATORS FOR STATEWIDE LIBRARY DEVELOPMENT

In determining the goals, objectives, and tasks for statewide library development, it is necessary to first establish "need indicators" which identify the areas in which library services are inadequate. Need indicators are arrived at through a procedure which:

1. *Determines standards* for library services. The standards may be national (e.g., American Library Association standards); state (Texas Library Association standards); or, where these are non-existent, they may be administratively determined by the Texas State Library.

2. *Determines the current status of library services*. This procedure may involve the use of statistical data generated through Texas State Library annual and biennial questionnaires to various types of libraries in the state; it may involve the use of data gathered by other agencies (e.g., U.S. Census Bureau); or it may involve the use of periodic surveys or performance reporting procedures which target selected service providers (e.g., institutional libraries, major resource systems) or areas of potential need (e.g., public library facilities). In all cases the most current data available to the Texas State Library is used in this Long Range Plan.

3. *Analyzes the current status of library services* compared to established standards. The analysis results in a need indicator which shows the degree to which current service falls short of established standards.

Estimated costs are calculated for each need indicator by applying a current unit cost, whenever possible, to the amount service falls short of standards. The resulting figure shows the estimated amount of funding needed to raise library service from the current level to established standards.

Need indicators and cost estimates are presented for each of the action plans found in the previous chapter. An "action plan" is defined here as a task, related to a specific objective and goal, to be carried out in the period covered by the *Long Range Plan for Statewide Library Development: 1990-93*. Each action plan references a goal, objective, and task in the previous chapter using the notation system established in that chapter. For example, Action Plan 1.17 refers to Goal 1, Objective 1, Task 7 in Chapter 3. Please refer to Chapter 3 for a more complete description of each action plan.

Please note that the standards which are not administratively determined include reference notes in parentheses following each standard. The reference notes begin with a number which refers to the list of references found at the end of this chapter.

There is no need indicator, as there is no action plan, for the LSCA priority of "strengthening metropolitan public libraries which serve as national or regional resource centers."

ACTION PLAN
FOR TASK

1.11 Increase the number of persons served by Texas library systems...

1.12 Increase the percent of the state's population served by Texas library systems...

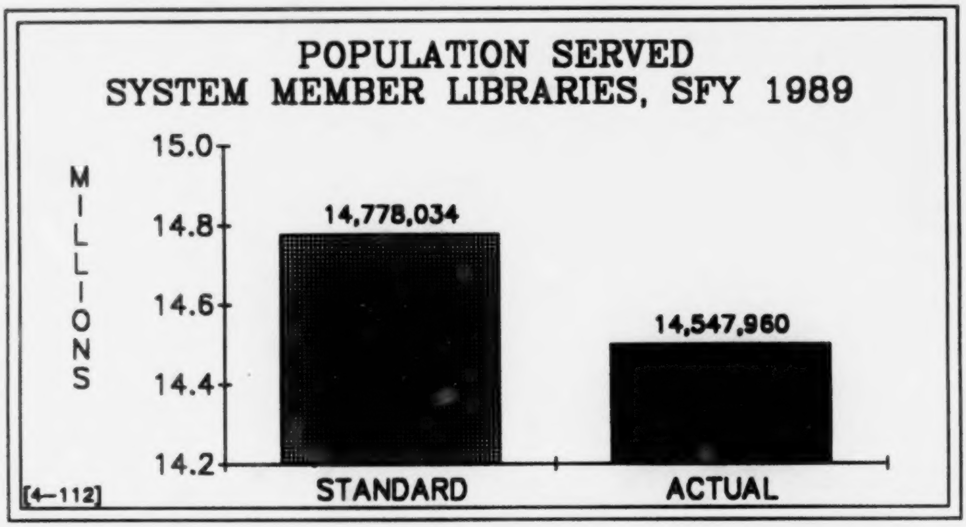
Standard

"The community library should be part of a system of libraries with which it has a clear and official relationship." (1, Standard 2, iii., p. 17)

"All public libraries should be full participating members of the Texas Library System as provided by the Library Systems Act (VACS Art. 5446a)." (2, Standard C., p. 104)

At an estimated cost of $6.44 per patron served, $1,481,677 is needed to raise non-system member library service from the current level up to standard.

Need Indicator



ACTION PLAN
FOR TASK

1.13 Purchase library materials through the library systems to support library and system services.

Standard

"The community library should have sufficient resources to provide the most frequently requested materials from its own collection." (1, Standard 2. i., p. 16)

"All citizens should have direct access to a public library collection of current and useful materials, and indirect access, via interlibrary loan and by other means, to all of the materials in our state and the nation. Quality is more important than size; however, collections should range by population as follows:

TEXAS LIBRARY ASSOCIATION STANDARD

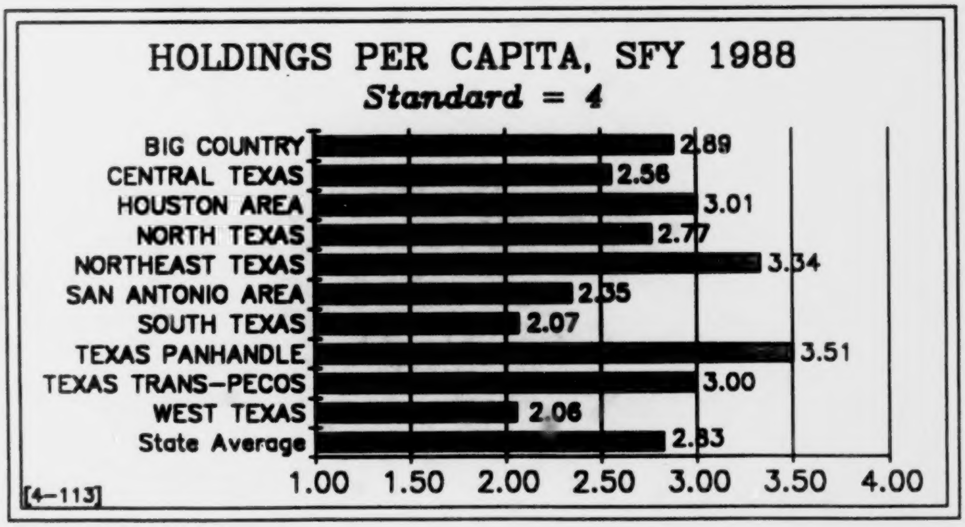
Population served by library	LIBRARY MATERIALS Adequate (items)	Superior*
0 - 1,999	10,000	15,000
2,000 - 4,999	15,000	20,000
5,000 - 14,999	2 per capita, 15,000 min.	4 per capita
15,000 - 99,999	2	4
100,000 - 499,999	1	3
500,000 -	1	2

* Provides access to additional materials through networks and databanks.

In addition to the above, the public library should have at least one paid periodical subscription for every 200 population served, with a minimum of 25 paid subscriptions. Every public library should provide local, regional, and national newspapers."
(2, Standard G, p. 104)

The standard for each Texas library system is administratively set at four items (books, periodicals, other non-book materials) per capita. At an average cost of $16 per item, $277,071,904 is needed to bring collections from the current level up to standard.

Need Indicator



ACTION PLAN
FOR TASK

1.14 Achieve annual attendance at system-supported showings of films, videos, and filmstrips...

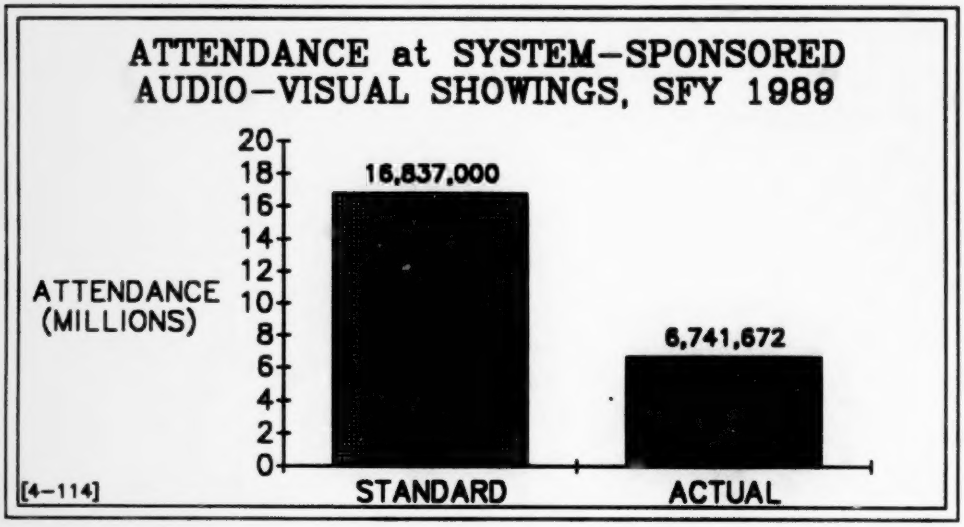
Standard

"The public library sponsors group activities inside or outside the library within the framework of its program." (1, Standard 27, p.33)

"A library system must have resources covering the interests in the several communities it serves, in reasonable duplication to meet most requests immediately." (1, Standard 39, p.41)

An administrative standard has been set for attendance at system-sponsored audiovisual showings to total one per capita statewide. At an average cost of $0.25 per viewer, $2,523,832 is needed to bring attendance up to standard.

Need Indicator



ACTION PLAN
FOR TASK

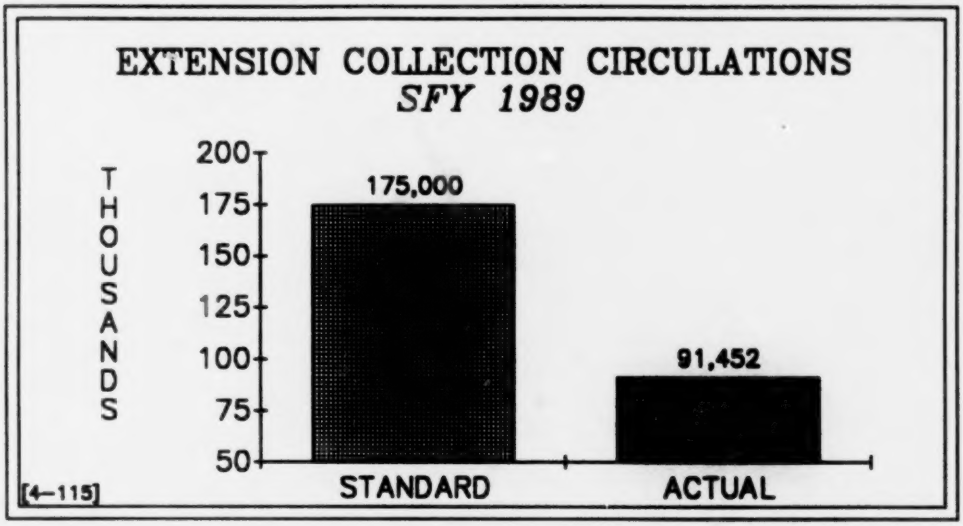
1.15 Achieve circulations from system extension, rotating and circuit collections...

Standard

"A library system must have resources covering the interests in the several communities it serves, in reasonable duplication to meet most requests immediately." (1, Standard 39, p.41)

An administrative standard has been set for circulations from system extension, rotating and circuit collections to total 150,000 annually. At an average cost of $0.62 per circulation, $51,800 is needed to bring service up to standard.

Need Indicator



**ACTION PLAN
FOR TASK**

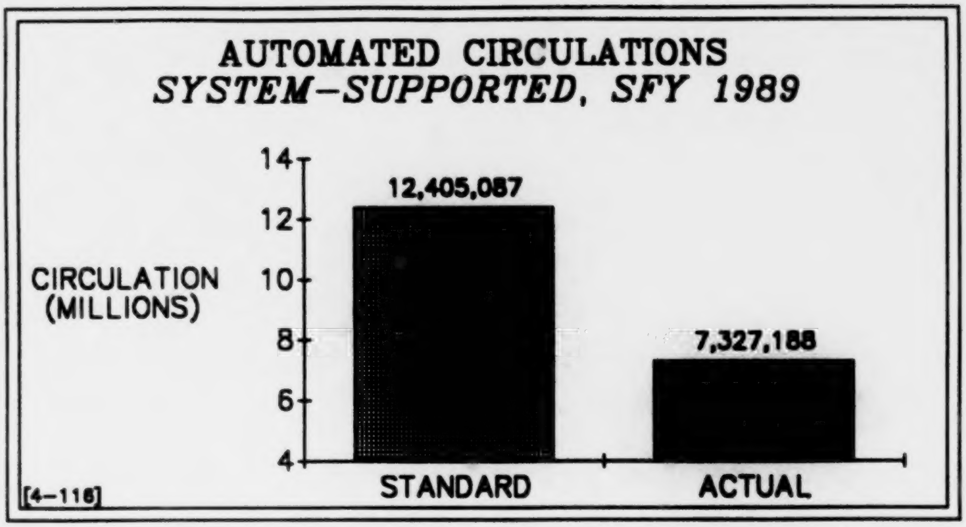
1.16 Record circulation transactions utilizing system-supported automated circulation systems...

Standard

"Supportive services for the system should be organized for the greatest economy and efficiency...." (1, Standard 4.iii., p.18)

An administrative standard has been set for circulations on system-supported automated circulation systems to total 20% of estimated statewide circulations from public libraries. At an average cost of $0.17 per circulation, $863,243 is needed to bring automated circulations from the current level up to standard.

Need Indicator



**ACTION PLAN
FOR TASK**

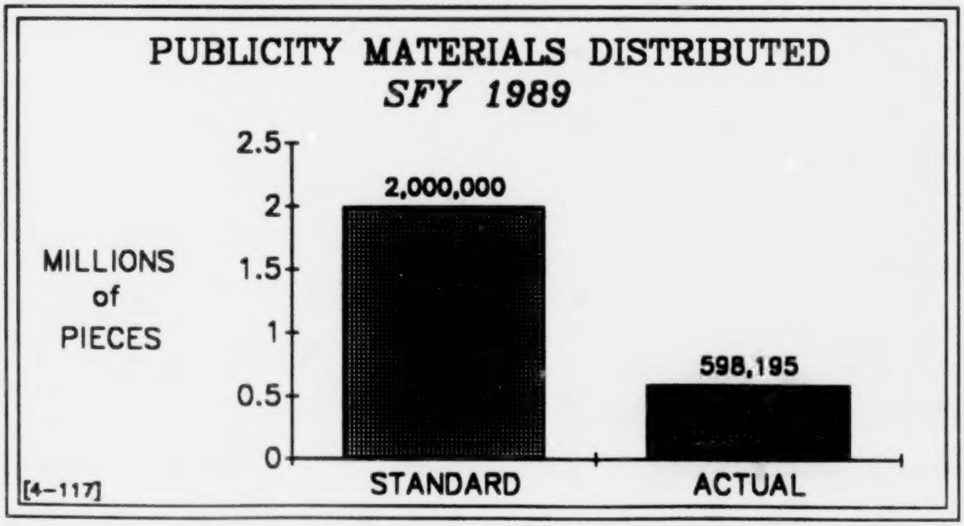
1.17 Distribute publicity materials through the library systems...

Standard

"The library system must develop a strong public relations program for, and in cooperation with, the community libraries which are its members." (1, Standard 28, ii, p. 34)

An administrative standard has been set for systems to distribute a total of two million pieces of publicity annually. At an estimated $0.19 per piece, $266,343 additional is needed to reach the administrative standard.

Need Indicator



1.21 **Compensate Major Urban Resource Libraries (MURL) for the services they provide without charge to persons outside of their tax-supporting area...**

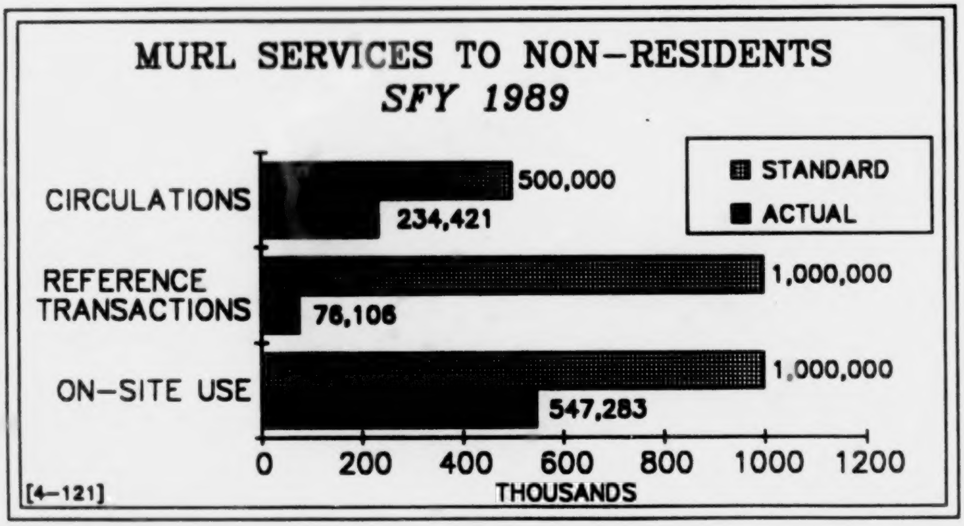
Standard

"Headquarters units of library systems open to every resident of a natural region, should make available the essential resources and personnel of modern library services." (1, Standard 3.i, - 3.iii, p. 17)

Persons who do not reside in the tax-supporting jurisdictions of MURL libraries should have access to the MURL collections and services free of charge. The following standard for statewide services to non-residents by Major Urban Resource Libraries has been administratively determined:

Number of persons making on-site use of collections	1,000,000
Number of persons receiving reference services	1,000,000
Number of materials circulated to non-residents	500,000

At an average cost of $5.00 per reference question, $4,619,470 is needed to bring reference services from the current level up to standard. At an average cost of $1.00 per volume circulated, $265,579 is needed to bring circulation services up to standard.



ACTION PLANS
FOR TASKS

1.31 **Maintain current information on the need for public library facilities...**

1.32 **Award Title II grants to qualifying public libraries by August 1 in years in which Title II funds have been appropriated.**

1.33 **Increase the number and size of public library physical facilities through new construction, renovation or remodeling...**

Standard

"Every individual should have convenient and planned access to the full range of modern library facilities provided by community, area, state, regional, and federal library agencies." (1, Standard 1, ii, p. 16, also Standards 60-66 "Physical Facilities," pp. 56-64).

WHEELER AND GOLDHOR'S "FORMULA FOR LIBRARY SIZE"

Population Served	Square Feet Per Capita
1 - 9,999	.7-.8
10,000 - 35,000	.6-.65
35,000 - 100,000	.5-.6
100,000 - 200,000	.4-.5
200,000 - 500,000	.35-.4
500,000 - and up	.3

(4, Practical Administration of Public Libraries, 1981, p.405)

"Public library facilities should offer to the community a compelling invitation to enter, read, look, listen, and learn. All buildings should be efficient, flexible, and expandable, with fixed walls kept to a minimum. They should be conveniently located and easily accessible for all segments of the population. Minimum space requirements refer to the total square footage in all library facilities, including branches, mobile, or portable facilities.

TEXAS LIBRARY ASSOCIATION STANDARD

Population served by library	Minimum space requirements
1 - 1,999	3,000
2,000 - and up	3,000 square feet or .75 square feet per person, whichever is greater"

(2, Standard H, p. 104)

45

Library Building Database

The Texas State Library conducted a survey of public library buildings in 1988, the first such survey since 1983. Data from the survey was used to create a library building database, which is kept current on an on-going bases. Of the approximately 469 public libraries in the state, 450 are in the database, a 96 percent representation rate. These libraries serve 14,189,670 persons, a figure equal to 96% of the total state population served by public libraries in 1989.

Table I summarizes the data obtained in the survey relating to the square footage of public library facilities in Texas. Total square footage of Texas public libraries is in excess of 6.5 million square feet. Square feet per capita averages .46 over the state. The total square footage reported exceeds the 1983 total by 1,470,040, due in part to the greater number of libraries reporting and in part to construction and expansion activity over the past six years. However, square feet per capita increased only slightly (.06 sq. ft.), indicating that new construction since 1983 was only enough to keep pace with population growth and to replace some older facilities.

Table II compares the survey data to the Texas Library Association (TLA) standards for public library facilities. Approximately 77% of the libraries responding to the survey have facilities that fall below TLA standards. Over 12.19 million Texans, 86% of the population served by the respondents, do not have access to adequate library facilities. Over 88 percent of libraries serving populations of 10,000 or more use facilities which fail to meet minimum TLA standards.

Table III shows that a total of 105 public libraries serving 1.99 million Texans do meet TLA standards for minimum floor space. Most of these libraries serve communities under 10,000 population. Only 21 libraries out of 185 serving populations of 10,000 or more are found to meet TLA standards.

Table IV indicates the decade or year of construction of individual library buildings. The table shows that about 20 percent of public library buildings were constructed prior to 1940, and that those facilities account for 11 percent of the total square footage reported. Conversely, about 11 percent of the total square footage reported represents construction completed within the past five years.

Table V takes the data from Table IV and assumes a 50-year depreciation schedule. Facilities constructed prior to 1940 are assumed to be fully depreciated and in need of replacement. Those constructed after 1939 are depreciated at the indicated rate. The table shows that the buildings of 130 libraries are fully depreciated and in need of replacement. Seventy percent of all square footage constructed prior to 1970 is now depreciated.

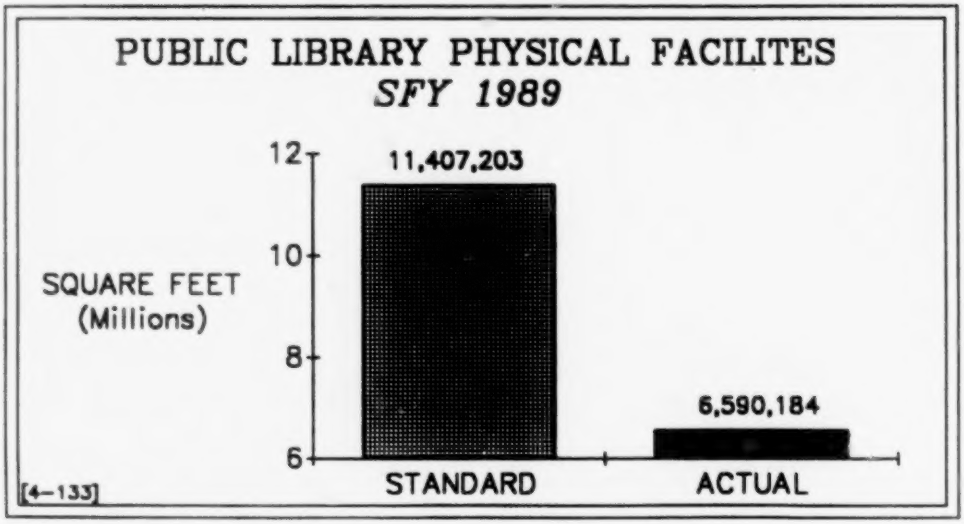
In addition, the 1988 survey asked respondents to estimate their need within the next five years for new construction, expansion, or renovation of existing facilities. Here are their responses:

1.	Number of libraries in need of new facilities -	128
	new square footage needed -	1,833,501
2.	Number of libraries in need of expansion -	183
	expansion square footage needed -	878,062
3.	Number of libraries in need of renovation for handicapped access, energy conservation, etc. -	163
4.	Total amount of new square footage needed -	2,711,563

The data reveals a great need for public library construction, expansion and renovation in Texas. The number of libraries with facilities which fall below the standards for square footage set by the Texas Library Association (Table II); the amount of depreciated square footage in Texas libraries (Table V); and the number of libraries which express a need for new construction, expansion and renovation are indicators that Texas public library facilities are inadequate.

A total of 4,817,019 square feet of library floor space would have to be added to existing buildings to meet Texas Library Association standards. Facilities constructed prior to 1940, which total 744,368 sq.ft., are fully depreciated and in need of replacement. The cost for such additional and replacement construction at an estimated $60 per square foot would total $333,683,220. Site acquisition is not included in this estimate.

Need Indicators



LIBRARY BUILDING DATABASE
TABLE I
SUMMARY DATA, 1989

POPULATION GROUPS	NUMBER OF LIBRARIES	TOTAL SQ. FT.	AVERAGE SQ. FT.	POPULATION SERVED	SQ. FT. CAPITA
1 - 1,999	61	92,653	1,519	68,906	1.34463
2,000 - 4,999	96	283,511	2,953	341,824	0.82941
5,000 - 9,999	108	568,090	5,260	790,393	0.71874
10,000 - 24,999	99	767,592	7,753	1,576,847	0.48679
25,000 - 49,999	44	628,227	14,278	1,512,544	0.41534
50,000 - 99,999	17	575,197	33,835	1,279,277	0.44963
100,000 - 199,999	15	834,311	55,621	2,083,055	0.40052
200,000 - 499,999	6	796,508	132,751	1,987,356	0.40079
500,000 -	4	2,044,095	511,024	4,549,468	0.44930
STATE TOTALS:	450	6,590,184	14,645	14,189,670	0.46444

TABLE II
LIBRARIES BELOW STANDARD, 1989

POPULATION GROUPS	NUMBER OF LIBRARIES	NUMBER BELOW	PERCENT BELOW	TOTAL SQUARE FEET LACKING	POPULATION SERVED BELOW	PERCENT OF POPULATION BELOW
1 - 1,999	61	54	88.52	100,205	59,200	85.91
2,000 - 4,999	96	58	60.42	76,327	200,485	58.65
5,000 - 9,999	108	69	63.89	173,977	520,620	65.87
10,000 - 24,999	99	87	87.88	538,162	1,401,290	88.87
25,000 - 49,999	44	39	88.64	552,117	1,361,299	90.00
50,000 - 99,999	17	15	88.24	428,307	1,127,651	88.15
100,000 - 199,999	15	14	93.33	732,599	1,962,998	94.24
200,000 - 499,999	6	6	100.00	694,010	1,987,356	100.00
500,000 -	4	3	75.00	1,521,315	3,575,234	78.59
STATE TOTALS:	450	345	76.67	4,817,019	12,196,133	85.95

TABLE III
LIBRARIES AT OR ABOVE STANDARD, 1989

POPULATION GROUPS	NUMBER OF LIBRARIES	NUMBER AT OR ABOVE	PERCENT AT OR ABOVE	POPULATION SERVED AT OR ABOVE	PERCENT OF POPULATION AT OR ABOVE
1 - 1,999	61	7	11.48	9,706	14.09
2,000 - 4,999	96	38	39.58	141,339	41.35
5,000 - 9,999	108	39	36.11	269,773	34.13
10,000 - 24,999	99	12	12.12	175,557	11.13
25,000 - 49,999	44	5	11.36	151,245	10.00
50,000 - 99,999	17	2	11.76	151,626	11.85
100,000 - 199,999	15	1	6.67	120,057	5.76
200,000 - 499,999	6	0	0.00	0	0.00
500,000 -	4	1	25.00	974,234	21.41
STATE TOTALS:	450	105	23.33	1,993,537	14.05

TABLE IV
DECADE/YEAR OF CONSTRUCTION

DECADE/YR BUILT	NUMBER OF BUILDINGS	PERCENT OF TOTAL UNITS	----- CUMULATIVE ----- NUMBER OF BUILDINGS	PERCENT OF TOTAL UNITS	TOTAL SQUARE FEET	PERCENT OF TOTAL SQ. FT.	------ CUMULATIVE ------ TOTAL SQUARE FEET	PERCENT OF TOTAL SQ. FT.
PRE-1940	130	19.61	130	19.61	744,368	11.30	744,368	11.30
1940	26	3.92	156	23.53	153,012	2.32	897,380	13.62
1950	69	10.41	225	33.94	501,533	7.61	1,398,913	21.23
1960	135	20.36	360	54.30	1,132,868	17.19	2,531,781	38.42
1970	162	24.43	522	78.73	2,094,512	31.78	4,626,293	70.20
1980	20	3.02	542	81.75	205,070	3.11	4,831,363	73.31
1981	11	1.66	553	83.41	76,840	1.17	4,908,203	74.48
1982	16	2.41	569	85.82	745,548	11.31	5,653,751	85.79
1983	18	2.71	587	88.54	117,184	1.78	5,770,935	87.57
1984	9	1.36	596	89.89	42,250	0.64	5,813,185	88.21
1985	14	2.11	610	92.01	68,688	1.04	5,881,873	89.25
1986	25	3.77	635	95.78	392,078	5.95	6,273,951	95.20
1987	16	2.41	651	98.19	193,545	2.94	6,467,496	98.14
1988	11	1.66	662	99.85	102,688	1.56	6,570,184	99.70
1989	1	0.15	663	100.00	20,000	0.30	6,590,184	100.00
	===				=========			
TOTALS	663				6,590,184			

TABLE V
DEPRECIATION BY YEAR OF CONSTRUCTION

DECADE/YR BUILT	NUMBER OF BUILDINGS	TOTAL SQUARE FEET	PERCENT DEPRECIATED	DEPRECIATED SQUARE FEET	------- CUMULATIVE ------- DEPRECIATED SQUARE FEET	PERCENT OF TOTAL SQ. FT.
PRE-1940	130	744,368	100	744,368	744,368	11.30
1940	26	153,012	98-80	134,112	878,480	13.33
1950	69	501,533	78-60	335,981	1,214,461	18.43
1960	135	1,132,868	58-40	545,241	1,759,702	26.70
1970	162	2,094,512	38-20	589,834	2,349,536	35.65
1980	20	205,070	18	36,913	2,386,449	36.21
1981	11	76,840	16	12,294	2,398,743	36.40
1982	16	745,548	14	104,377	2,503,120	37.98
1983	18	117,184	12	14,062	2,517,182	38.20
1984	9	42,250	10	4,225	2,521,407	38.26
1985	14	68,688	8	5,495	2,526,902	38.34
1986	25	392,078	6	23,525	2,550,427	38.70
1987	16	193,545	4	7,742	2,558,169	38.82
1988	11	102,688	2	2,054	2,560,223	38.85
1989	1	20,000	0	0	2,560,223	38.85
	===	=========		=========		=====
TOTALS	663	6,590,184		2,560,223		38.85

ACTION PLANS
FOR TASKS

1.41 Conduct biennial planning and budgeting activities.

1.42 Monitor and revise Rules for Administering the Library Systems Act.

1.43 Monitor fiscal and program performance.

1.44 Prepare LSCA Grant Application.

1.45 Conduct program administration activities.

Standards

"The state library agency should assume a leadership role in, and provide necessary funding for, the development of statewide plans for all types of library services, for interlibrary cooperation, for research, and for demonstration and experimental programs that will lead to improved library service to all the people of the state."
(1, Standard 11, ii., p. 23)

"The state library agency should evaluate the effectiveness of library service on a regular, frequent schedule."
(1, Standard 11, vii., p. 23)

"Financial compensation must be made to libraries when their resources are used in the state's network for library service."
(1, Standard 13, pp. 24-25)

Some standards are set administratively.

Need Indicator

The need for administrative services for the LSCA projects is specified in 34 CFR 74, Administration of Grants, Part 76 State Administered Programs, and Part 770 Library Services, Public Library Construction and Interlibrary Cooperation.

ACTION PLANS
FOR TASKS

2.11 Increase interlibrary loan requests filled by TexNet.

2.12 Monitor and evaluate cost-effectiveness of interlibrary loan services.

2.13 Investigate the use and incorporation of new technologies; conduct cost studies and pilot projects; and write reports...

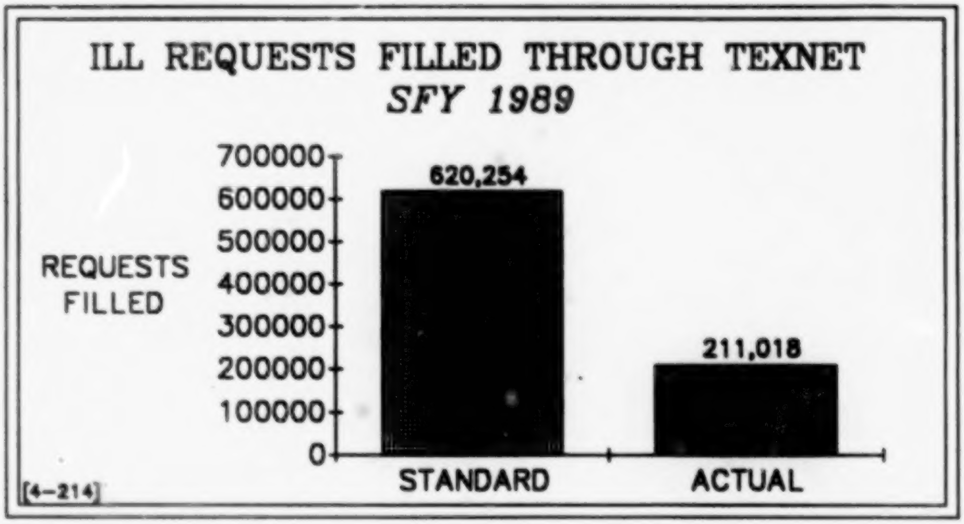
Standard

"The headquarters unit and the community libraries in a natural area should function cooperatively for library service. Member libraries in a library system should maintain reciprocal borrowers' privileges, enabling any person in the geographic area concerned to use materials in any library within the system, whether by direct access or by interlibrary loan. All possible administrative and organizational means should be employed to extend local and area-wide resources, and should include...regular and frequent exchange of materials among member libraries and the headquarters unit." (1, Standard 4, i., ii, p. 18)

"Public, school, and academic libraries should work together to provide coordinated service to students." (1, Standard 10, pp. 21-22).

The standard for library requests filled through TexNet was administratively set at one percent of total public library circulation. At an average cost of $7.94 per request filled, $3,249,334 is needed to bring ILL service from the current level up to standard.

Need Indicator



ACTION PLAN
FOR TASK

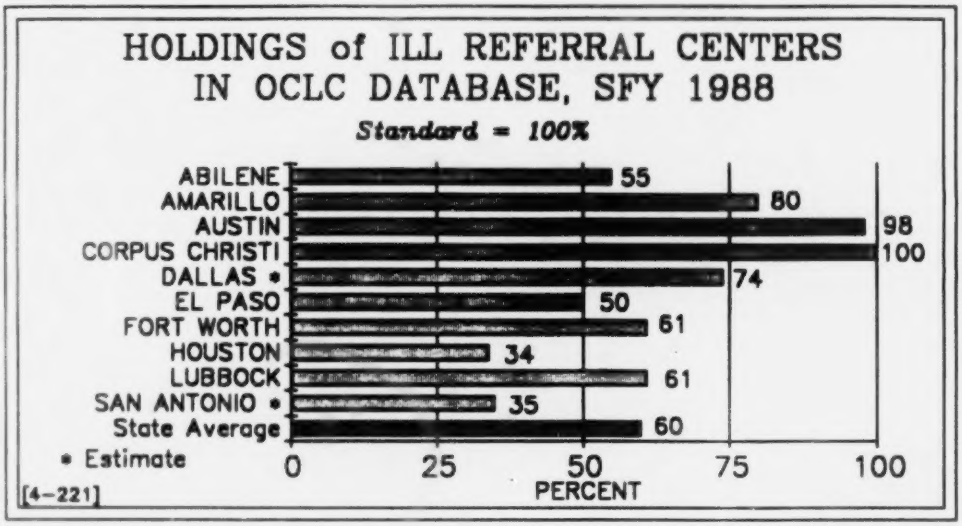
2.21 Add bibliographic records of the interlibrary loan centers to the OCLC database ...

Standard

"The headquarters unit makes available the necessary supporting and bibliographic information, or access thereto, to locate facts and specialized resources in the area, state, and the nation." (1, Standard 3.iv, p. 18)

An administrative standard has been set to have all holdings, both retrospective and current, of the interlibrary loan referral centers accessible in the OCLC database. At a unit cost of $.17 for tape loading, $255,349 is needed to reach the objective.

Need Indicator



ACTION PLANS
FOR TASKS

2.22 Maintain a statewide union list of serials using OCLC union listing capability...

2.23 Distribute...the union list to participating libraries...

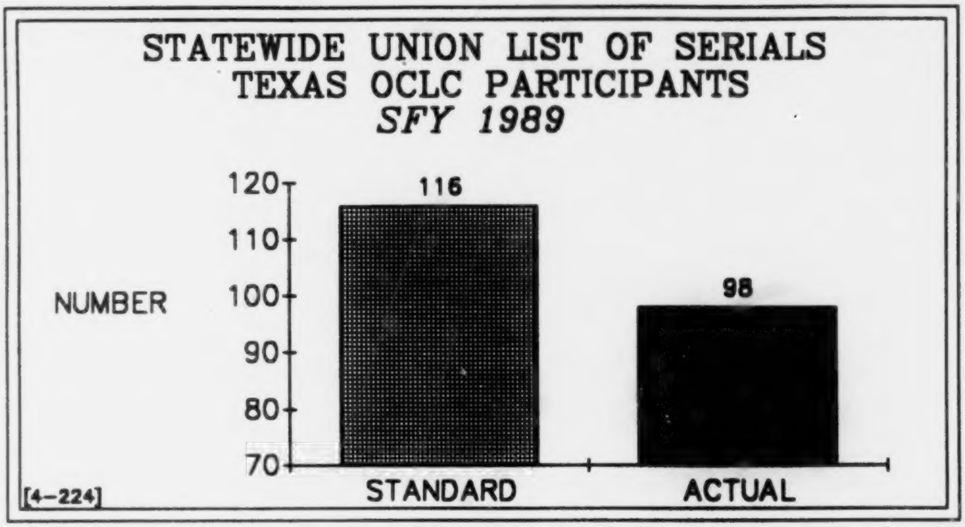
2.24 Encourage public, academic and other libraries to...add their holdings to the statewide union list.

Standards

"The headquarters unit makes available the necessary supporting and bibliographic information, or access thereto, to locate facts and specialized resources in the area, state, and the nation." (1, Standard 3.iv., p. 18)

An administrative standard has been set whereby 75% of all Texas OCLC participants should also be participants in the statewide union list of serials. An estimated $250,000 is needed to bring the present level of participation up to standard.

Need Indicator



ACTION PLAN FOR TASK

2.31 Achieve...system-supported reciprocal borrowing transactions...

2.32 Monitor the number of reciprocal borrowing agreements...between nearby libraries under Project Neighbor...

2.33 Achieve a participation rate of...percent of Texas public libraries in Project Neighbor.

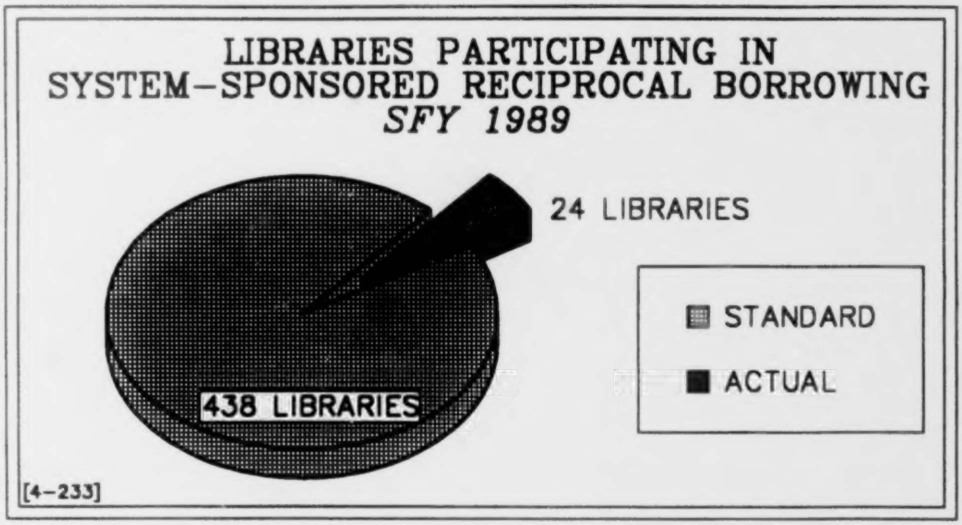
Standards

"Member libraries in a library system should maintain reciprocal borrowers' privileges, enabling any person in the geographic area concerned to use materials in any library within the system, whether by direct access or interlibrary loan." (1, Standard 4.i., p. 18)

"All public libraries should be full participating members of the Texas Library System as provided by the Library Systems Act (VACS Art. 5446a). In addition, they should cooperate with other libraries of all types in order to offer better, more economical service." (2, Standard C, p. 104)

An administrative standard has been set to have all system member libraries participate in formal reciprocal borrowing agreements with other libraries. At an average cost of $1.00 per net loan, $597,703 is needed to bring current participation levels up to standard.

Need Indicator



LIBRARIES PARTICIPATING IN SYSTEM–SPONSORED RECIPROCAL BORROWING *SFY 1989*

ACTION PLAN
FOR TASK

2.41 **Award LSCA Title I matching grants...to public libraries to purchase shared automated systems or to link existing automated systems.**

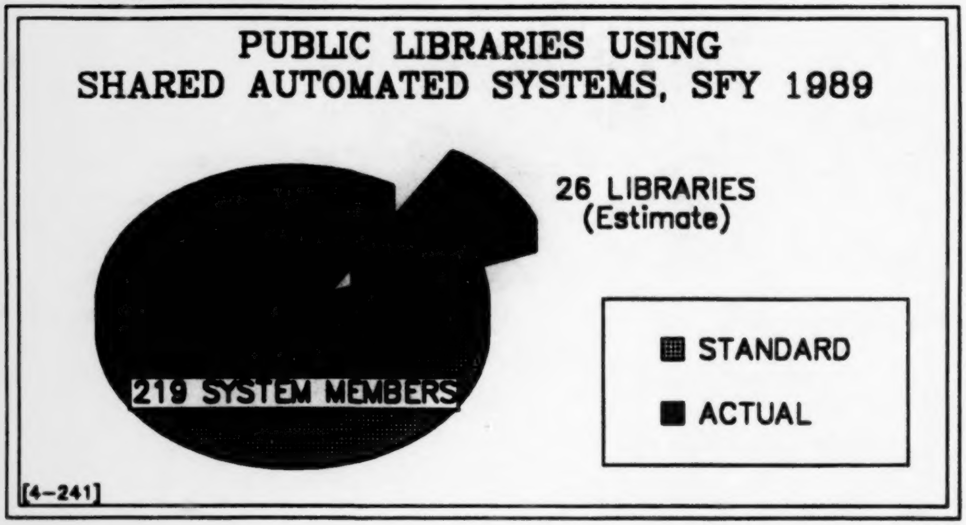
Standard

"All possible administrative and organizational means should be employed to extend local and area-wide resources...." (1, Standard 4.ii., p.18)

"Supportive services for the system should be organized for the greatest economy and efficiency...." (1, Standard, 4.iii., p.18)

An administrative standard has been set to have 50 percent of all system member public libraries share automated systems or link existing systems for the purpose of sharing resources. At $275,000 per shared or linked system of four libraries, an estimated $13,475,000 is required to reach the standard from the present level of shared automation.

Need Indicator



**ACTION PLAN
FOR TASK**

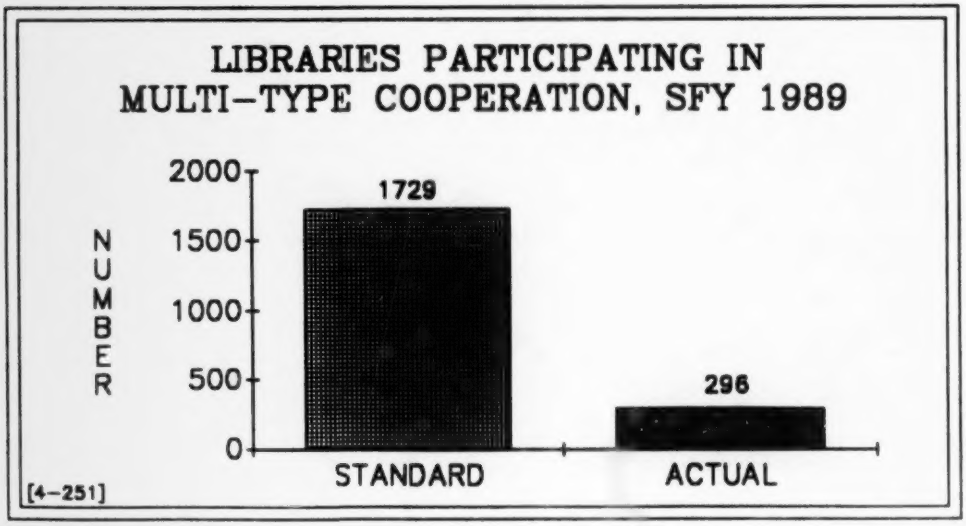
2.51 **Award Title III grants...to conduct demonstration and cooperation projects among public, academic, school, and special libraries.**

Standards

"The state library agency should assume a leadership role in... plans for...interlibrary cooperation...." (1, Standard 11, ii., p.23)

An administrative standard has been set for 25% of all Texas libraries to participate in multitype cooperative organizations and activities. At an average cost of $10,000 per library, $14,330,000 is needed to reach library cooperation standards.

Need Indicator



ACTION PLAN
FOR TASK

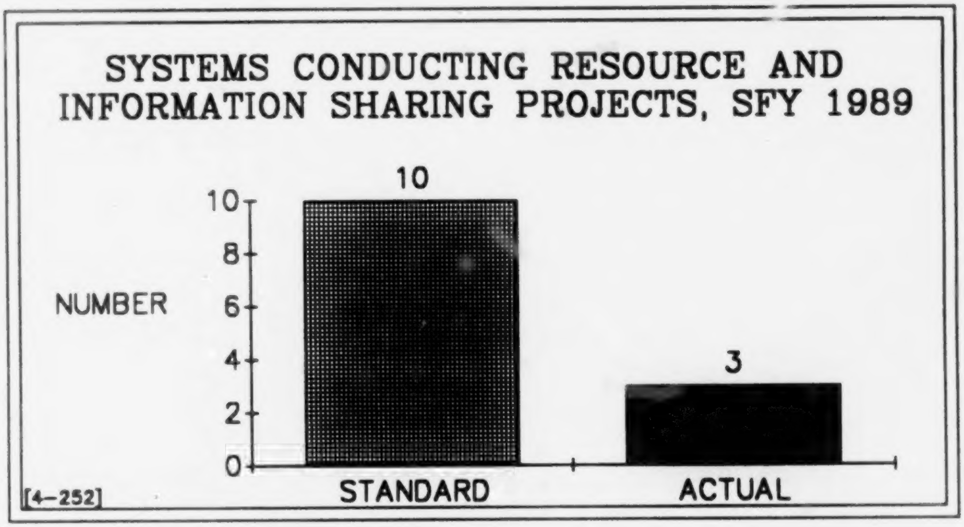
2.52 **Achieve...system-supported interlibrary loan transactions (reference referral, lateral interlibrary loan)...**

Standards

"Headquarters units of library systems, open to every resident of a natural region, should make available the essential resources and personnel of modern library service." (1, Standard 3, p. 17)

An administrative standard has been set whereby all 10 public library systems should be conducting projects to share resources and information among the system headquarters and the member libraries. At an average cost of $40,000 per system, $280,000 is needed to increase the present level of service to the standard.

Need Indicator



ACTION PLANS
FOR TASKS

3.11 **Work with the systems and with citizens and officials in unserved counties to increase the number of counties with library services...**

3.12 **Award establishment grants to newly established public libraries...**

3.13 **Research and report...on the feasibility of expanding the establishment grant program to include marginally qualified, non-county libraries.**

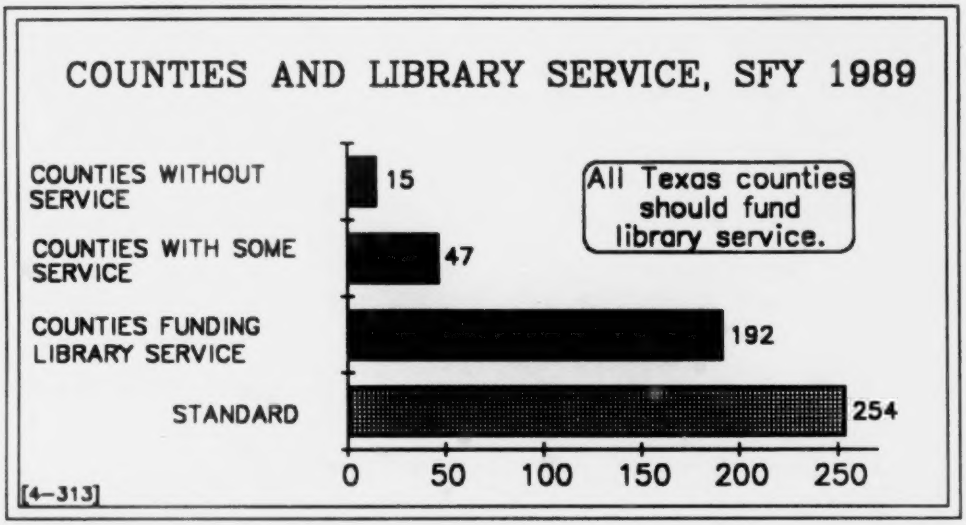
Standards

"A community library should be easily accessible to every user, connecting him with the total resources of his area, state and nation." (1, Standard 2, p. 16)

"The community library should be part of a system of libraries with which it has a clear and official relationship." (1, Standard 2.iii., p.17)

An administrative standard has been set for all Texas counties to provide for and contribute to public library services for their residents. At an average cost of $9.20 per capita, $10,829,955 is needed to bring library service to 1,177,169 citizens who live in counties without library service or in unserved areas of counties with some service. Library building costs are not included in that amount.

Need Indicator



ACTION PLANS
FOR TASKS

3.21 Provide access to direct library service through library systems' books-by-mail programs to...unserved and underserved Texans.

3.22 Record...circulations from system-supported books-by-mail projects.

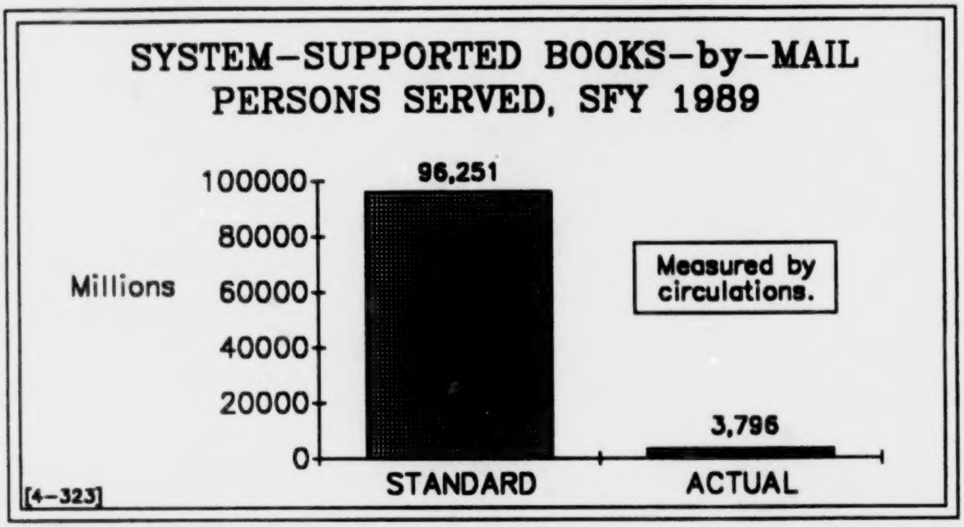
3.23 Study alternatives for providing library services to counties without public libraries and other unserved areas.

Standard

"Every individual should have access to library service freely available in his local community." (1, Standard 1, i., p. 16)

An administrative standard has been set for books-by-mail service, fully or partially supported by the library systems, to be made available to every citizen living in an area without its own library. At $7.03 per circulation, $8,248,812 is needed to raise existing service to standards for the 96,251 persons living in unserved counties, and for the 1,080,918 persons living in other unserved areas of the state.

Need Indicator



ACTION PLANS FOR TASKS

4.11 **Provide...specialized consulting through the Texas State Library...to librarians, library staff, systems personnel and interested persons.**

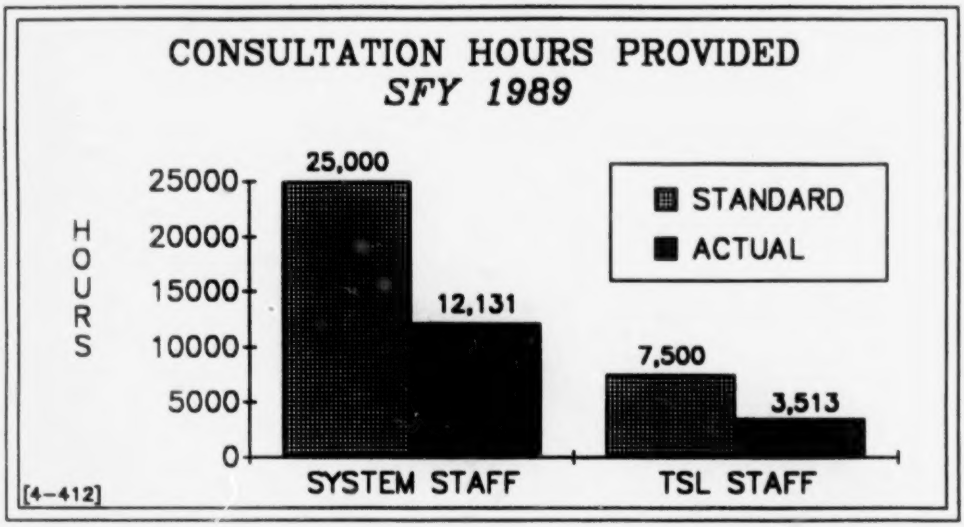
4.12 **Provide...consulting through the library systems...to librarians, library staff, governing authorities and advisory boards.**

Standards

"The state library agency should provide to the systems of libraries regular and frequent advisory and consultant services to librarians, board members, government officials, friends-of-the-library groups, and others interested in library development and improvement." (1, Standard 11, iii., p. 23)

An administrative standard has been set of 7,500 consulting hours for the Texas State Library staff, and of 25,000 consulting hours per year for the library systems staff. At $32.61 per hour, $549,674 is needed to raise services from the existing number of consulting hours to the standard.

Need Indicator



ACTION PLANS
FOR TASKS

4.21 Provide continuing education student hours through the Texas State Library...to librarians, library staff, systems personnel and interested persons.

4.22 Enroll...persons at workshops offered by the Texas State Library.

4.23 Produce and distribute instructional manuals through the Texas State Library.

4.24 Provide...training and continuing education through the library systems...to librarians, library staff, governing authorities and advisory boards.

4.25 Maintain the number of persons attending workshops offered by the library systems...

4.26 Serve as a clearinghouse of library continuing education activities...within the state...

4.27 Provide at least one workshop each biennium through the Texas State Library for trainers, consultants and system coordinators.

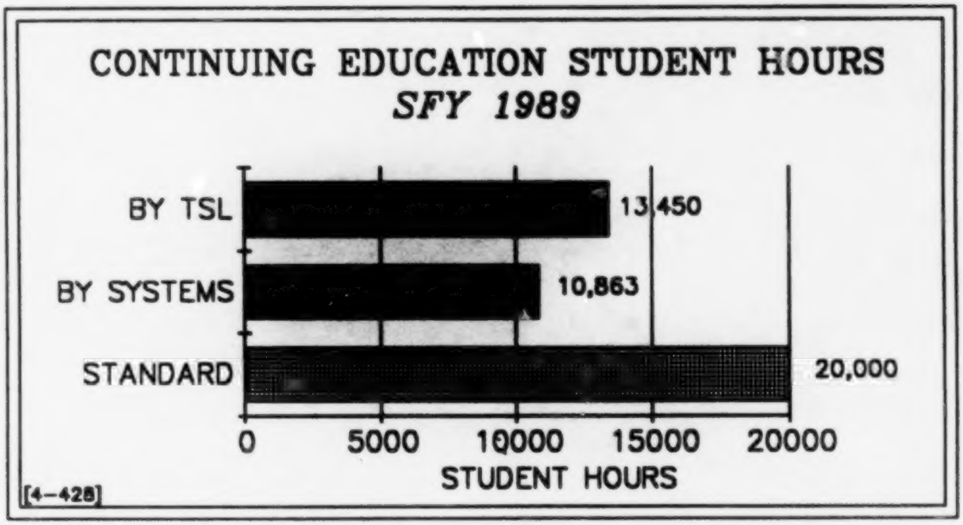
4.28 Organize a meeting...of agencies responsible for library continuing education within the state...to coordinate continuing education offerings...

Standard

"The state library agency should promote, stimulate, and provide, as appropriate, a regular program of in-service training and continuing education for librarians, trustees, and others concerned with library development and interlibrary cooperation."
(1, Standard 11, vi., p. 23)

An administrative standard has been set for the Texas State Library and the library systems to each provide 20,000 student hours of continuing education annually. At $11.04 per hour, $173,184 is needed to reach standard from the existing level.

Need Indicator



ACTION PLANS
FOR TASKS

4.31 Publish Texas Academic Library Statistics by March 31 each year.

4.32 Publish Texas Public Library Statistics by October 31 each year.

4.33 Publish Texas Special Libraries Directory on an irregular basis.

4.34 Examine trends in public library and Statewide Library Development program performance, issuing a report by December 31.

4.35 Publish annual performance statistics for Statewide Library Development programs in the Division newsletter by January 31.

4.41 Promote and distribute resources available from the Library Science Collection...

4.42 Distribute...informational materials...through the Library Science Collection and Continuing Education Consulting Department...

4.43 Provide a jobline service...to assist librarians seeking new employment.

4.44 Sponsor a statewide conference to precede the second White House Conference on Libraries, and sponsor a delegation of library and information professionals...and others to attend the White House Conference.

4.51 To investigate current library research needs in Texas and recommend a plan for research to begin in 1992.

Standard

"The state library agency should disseminate, on a regular basis, information relating to the present condition of library development in the state, to significant trends across the nation, to effective practices and programs, and to statewide plans." (1, Standard 11. v., p. 23)

Need Indicator

In order to meet the standard for dissemination of information, there is a need to continue with the activities (4.31-4.43) listed above.

ACTION PLANS
FOR TASKS

5.11 Maintain expenditures of at least...by the library systems for library materials and services which will impact disadvantaged persons...

5.12 **Provide assistance to local libraries to improve services to limited English-speaking and disadvantaged persons through the Texas State Library's consulting and continuing education programs, and library science collection.**

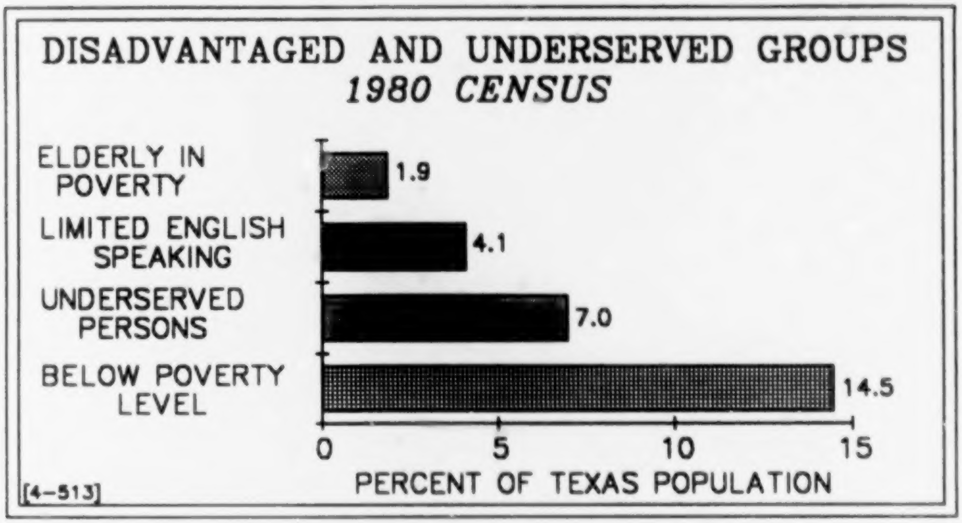
5.13 **Provide...grants to local public libraries to develop services for targeted populations...**

Standard

"The library system should have materials for, and provide services to, individuals and groups with special needs." (1, Standard 26.i., p.33)

An administrative objective has been set to have the library systems expend at least $1,000,000 of their funds annually on materials and services impacting disadvantaged population groups.

Need Indicators



According to U.S. Census Bureau data, as well as data from other sources, a significant portion of the Texas population falls into one or more disadvantaged groups or groups that are unserved or underserved by public libraries. The following tables indicate that the disadvantaged and underserved populations are not confined to any particular regions of the state, but are distributed throughout Texas.

DISADVANTAGED AND UNDERSERVED POPULATIONS IN TEXAS BY COUNTY

COUNTY NAME	INCIDENCE* OF POVERTY	ELDERLY* IN POVERTY	LIMITED* ENGLISH-SPEAKING	EDA**	UNDER-SERVED POPULATION ***	NO SERVICE
Anderson	6,193	1,614	420		0	
Andrews	1,510	202	668		0	
Angelina	8,661	1,830	1,061		0	
Aransas	2,229	284	498		0	
Archer	588	144	7		0	
Armstrong	178	50	6	X	0	
Atascosa	5,943	842	1,803	X	0	
Austin	2,804	910	331	X	0	
Bailey	1,669	155	484	X	3,171	
Bandera	895	272	91		0	
Bastrop	4,310	933	630	X	22,111	
Baylor	652	221	81		0	
Bee	5,665	697	1,686		0	
Bell	23,618	2,440	2,311		41,136	
Bexar	177,060	17,877	60,816	X	0	
Blanco	446	197	51		0	
Borden	147	23	18		-	X
Bosque	2,006	690	160		-	X
Bowie	11,979	2,408	184	X	40,403	
Brazoria	13,274	1,416	3,826		0	
Brazos	18,782	1,297	1,158		0	
Brewster	1,547	228	586		0	
Briscoe	666	116	64			
Brooks	2,490	323	1,325	X	0	
Brown	4,098	998	424		0	
Burleson	2,180	657	151	X	11,532	
Burnet	2,814	687	269		0	
Caldwell	6,746	898	1,395		11,995	
Calhoun	2,869	339	803	X	0	
Callahan	1,280	472	38		0	
Cameron	66,046	5,046	41,052	X	0	
Camp	1,586	489	58	X	0	
Carson	589	121	50		0	
Cass	5,299	1,265	36	X	24,169	
Castro	2,908	121	873		0	
Chambers	2,618	275	175		0	
Cherokee	6,409	1,788	305		22,013	
Childress	1,004	294	140		0	
Clay	1,147	340	1		0	
Cochran	1,257	82	438	X	0	
Coke	355	134	53		0	
Coleman	1,874	616	139		0	
Collin	9,220	1,766	1,285		0	
Collingsworth	1,205	281	88		0	
Colorado	3,580	1,016	616		0	
Comal	3,405	563	1,428	X	0	
Comanche	2,001	738	222	X	0	

COUNTY NAME	INCIDENCE* OF POVERTY	ELDERLY* IN POVERTY	LIMITED* ENGLISH-SPEAKING	EDA**	UNDER-SERVED POPULATION ***	NO SERVICE
Concho	618	120	130	X	0	
Cooke	3,121	776	102		0	
Coryell	6,164	778	540		31,497	
Cottle	633	133	77		0	
Crane	585	80	134		0	
Crockett	535	79	461		0	
Crosby	2,490	246	377		0	
Culberson	602	61	490		0	
Dallam	1,178	144	119		0	
Dallas	162,002	17,896	33,456		0	
Dawson	3,449	436	994	X	0	
Deaf Smith	4,061	307	1,249		0	
Delta	926	327	8	X	0	
Denton	10,412	1,347	1,045		0	
DeWitt	4,302	1,067	655	X	3,783	
Dickens	945	169	85	X	-	X
Dimmit	4,123	553	2,261	X	0	
Donley	743	205	2		0	
Duval	3,351	539	1,885	X	-	X
Eastland	3,096	1,052	93		0	
Ector	12,783	1,182	4,465		0	
Edwards	674	56	202	X	0	
Ellis	7,353	1,641	1,031		28,281	
El Paso	101,654	6,698	67,319	X	0	
Erath	3,495	1,019	129		0	
Falls	4,120	1,359	258	X	11,701	
Fannin	3,765	1,383	54	X	14,139	
Fayette	3,127	1,293	304	X	14,598	
Fisher	955	296	146	X	0	
Floyd	2,709	268	614	X	0	
Foard	391	90	53	X	0	
Fort Bend	10,661	1,025	4,338		0	
Franklin	896	243	30		0	
Freestone	2,496	883	71	X	0	
Frio	4,404	414	2,006	X	0	
Gaines	2,771	238	908		0	
Galveston	20,550	2,741	3,140	X	0	
Garza	970	199	190		0	
Gillespie	1,893	562	423		0	
Glasscock	300	17	97		-	X
Goliad	977	199	359	X	0	
Gonzales	3,942	894	864	X	0	
Gray	2,493	655	205		0	
Grayson	8,511	2,798	190	X	0	
Gregg	12,133	2,060	837		0	
Grimes	3,409	853	168	X	10,287	
Guadalupe	7,196	1,309	1,705	X	0	

COUNTY NAME	INCIDENCE* OF POVERTY	ELDERLY* IN POVERTY	LIMITED* ENGLISH-SPEAKING	EDA**	UNDER-SERVED POPULATION ***	NO SERVICE
Hale	7,794	777	2,287		0	
Hall	1,571	298	140		0	
Hamilton	1,428	601	51	X	0	
Hansford	666	111	178	X	0	
Hardeman	1,123	216	66		0	
Hardin	4,608	914	47	X	0	
Harris	247,823	21,873	88,055		0	
Harrison	8,998	1,797	313	X	0	
Hartley	400	88	0		0	
Haskell	1,585	353	133		0	
Hays	7,877	568	1,895	X	0	
Hemphill	391	64	186		0	
Henderson	5,445	1,337	221	X	0	
Hidalgo	99,081	7,240	60,606	X	0	
Hill	3,936	1,293	163	X	17,179	
Hockley	4,513	403	869		0	
Hood	1,547	408	63		0	
Hopkins	3,612	1,075	163		0	
Houston	4,710	1,368	106	X	0	
Howard	4,940	809	841		0	
Hudspeth	838	91	567	X	1,779	
Hunt	8,469	1,899	188		0	
Hutchinson	1,901	517	181		0	
Irion	169	51	47		-	X
Jack	858	289	48		0	
Jackson	2,037	401	316		0	
Jasper	4,794	993	27	X	0	
Jeff Davis	410	67	164		0	
Jefferson	33,141	4,435	2,442	X	0	
Jim Hogg	1,157	300	996	X	0	
Jim Wells	7,592	1,073	3,959		0	
Johnson	5,410	1,286	400		45,838	
Jones	2,765	763	327		11,040	
Karnes	3,165	648	1,141	X	0	
Kaufman	5,437	1,181	385		0	
Kendall	1,366	285	243		0	
Kenedy	189	18	150		0	
Kent	210	40	10		0	
Kerr	3,455	682	576	X	0	
Kimble	633	177	83		0	
King	68	5	10		0	
Kinney	805	81	370	X	0	
Kleberg	6,841	580	2,037		0	
Knox	1,194	247	178		0	
Lamar	8,111	1,901	32	X	18,226	
Lamb	4,191	460	787		0	
Lampasas	1,981	402	145	X	6,659	

COUNTY NAME	INCIDENCE* OF POVERTY	ELDERLY* IN POVERTY	LIMITED* ENGLISH-SPEAKING	EDA**	UNDER-SERVED POPULA-TION ***	NO SERVICE
La Salle	2,233	310	1,140	X	0	
Lavaca	3,013	1,331	298	X	15,810	
Lee	1,855	607	181	X	8,729	
Leon	2,309	788	63	X	0	
Liberty	6,368	1,241	116		32,476	
Limestone	4,259	1,350	176	X	10,443	
Lipscomb	472	98	60	X	0	
Live Oak	1,522	292	551		0	
Llano	1,142	386	75		0	
Loving	0	0	8		-	X
Lubbock	28,821	2,452	4,318		0	
Lynn	2,211	277	459	X	0	
Madison	1,815	493	269	X	0	
Marion	2,781	579	6	X	-	X
Martin	736	44	271		0	
Mason	737	199	121		0	
Matagorda	4,698	860	1,093		0	
Maverick	12,357	850	9,749	X	0	
McCulloch	1,776	493	446		0	
McLennan	28,093	4,435	1,899	X	0	
McMullen	73	14	28		-	X
Medina	5,045	767	1,879	X	0	
Menard	650	157	69	X	0	
Midland	7,049	633	2,212		0	
Milam	4,930	1,358	421		0	
Mills	847	288	67		-	X
Mitchell	1,902	335	341		0	
Montague	2,196	786	59		9,471	
Montgomery	9,785	1,707	863		0	
Moore	1,661	156	676	X	0	
Morris	2,125	526	39	X	12,341	
Motley	559	100	20	X	0	
Nacogdoches	8,200	1,393	385		0	
Navarro	6,182	1,755	290		0	
Newton	2,708	602	0	X	-	X
Nolan	2,637	523	429		0	
Nueces	44,365	4,355	16,567	X	0	
Ochiltree	763	100	301		0	
Oldham	175	21	16		0	
Orange	8,285	1,140	281	X	50,823	
Palo Pinto	2,841	756	327	X	10,548	
Panola	3,009	883	102		0	
Parker	4,632	1,105	424	X	0	
Parmer	2,402	115	771		7,099	
Pecos	2,506	272	1,395		0	
Polk	4,682	1,027	359	X	0	
Potter	12,779	1,880	1,866		6,171	

COUNTY NAME	INCIDENCE* OF POVERTY	ELDERLY* IN POVERTY	LIMITED* ENGLISH-SPEAKING	EDA**	UNDER-SERVED POPULA-TION ***	NO SERVICE
Presidio	2,102	388	1,276	X	0	
Rains	804	271	0	X	0	
Randall	3,971	482	315		72,426	
Reagan	673	58	266		0	
Real	845	113	91	X	-	X
Red River	4,107	1,074	84	X	0	
Reeves	3,813	406	2,168	X	-	X
Refugio	1,670	300	503		0	
Roberts	114	23	0		0	
Robertson	3,821	1,149	202	X	0	
Rockwall	1,164	297	149		0	
Runnels	2,329	594	293		0	
Rusk	5,711	1,509	199		0	
Sabine	1,842	584	9	X	8,607	
San Augustine	2,108	519	7	X	0	
San Jacinto	2,646	562	34	X	10,864	
San Patricio	10,463	1,186	4,769	X	0	
San Saba	1,465	310	112	X	0	
Schleicher	430	86	98		0	
Scurry	2,136	445	394		0	
Shackelford	470	144	46		0	
Shelby	4,913	1,532	22	X	18,020	
Sherman	288	54	49		0	
Smith	16,865	2,829	1,048	X	68,179	
Sommervell	451	166	33	X	0	
Starr	13,698	1,166	8,431	X	-	X
Stephens	1,416	309	71	X	0	
Sterling	194	18	39		-	X
Stonewall	388	136	34		0	
Sutton	881	139	478		0	
Swisher	2,431	221	323		0	
Tarrant	79,124	10,788	12,066	X	99,098	
Taylor	12,394	1,962	1,660		14,950	
Terrell	291	59	137	X	0	
Terry	3,322	384	998		0	
Throckmorton	392	115	7		-	X
Titus	2,736	835	245		11,325	
Tom Green	10,114	1,779	2,381		0	
Travis	57,504	4,553	8,486		94,663	
Trinity	1,893	612	5	X	0	
Tyler	2,590	701	17	X	0	
Upshur	3,919	1,117	45	X	0	
Upton	854	101	221		0	
Uvalde	6,250	640	2,592	X	0	
Val Verde	10,482	942	5,843	X	0	
Van Zandt	3,987	1,084	142		0	
Victoria	8,893	1,195	2,606		0	

COUNTY NAME	INCIDENCE* OF POVERTY	ELDERLY* IN POVERTY	LIMITED* ENGLISH-SPEAKING	EDA**	UNDER-SERVED POPULATION ***	NO SERVICE
Walker	6,247	958	637		26,431	
Waller	2,711	663	102		0	
Ward	1,872	357	673		0	
Washington	3,365	1,118	176	X	0	
Webb	32,492	2,806	22,082	X	9,495	
Wharton	6,806	1,615	1,170		0	
Wheeler	991	286	18		0	
Wichita	13,965	2,380	1,105		6,224	
Wilbarger	3,064	712	193		0	
Willacy	6,065	623	3,031	X	0	
Williamson	7,383	1,599	1,312		49,720	
Wilson	2,936	711	817	X	0	
Winkler	1,189	177	559		0	
Wise	3,235	726	453		0	
Wood	3,429	903	58		0	
Yoakum	1,449	114	531		0	
Young	2,146	570	96		5,149	
Zapata	1,874	262	1,433	X	0	
Zavala	4,503	523	3,294	X	3,637	
TOTAL	2,054,894	272,189	582,955		1,054,236	

*Source of data is 1980 Census of Population. The definitions for the disadvantaged categories are reiterated in the Basic State Plan, Parts A and B.

Criteria for judging adequacy of library service in those areas where there are high concentrations of economically disadvantaged and limited English speaking Texans are same criteria which are identified in Part C, Sections 1 and 2 of the Basic State Plan.

**Qualified Areas under the Public Works and Economic Development Act of 1965 as amended May, 1978, U.S. Department of Commerce, Economic Development Administration

***Underserved populations are those persons not residing within an area which supports public library services through local taxes. Public library services are generally unavailable to these persons except through payment of non-resident use fees. These data are for 1988.

DISADVANTAGED POPULATIONS BY SYSTEM

SYSTEM	INCIDENCE OF POVERTY	ELDERLY BELOW POVERTY LEVEL	CHILDREN BELOW POVERTY LEVEL	LIMITED ENGLISH-SPEAKING
Big Country Library System	60,887	13,628	19,744	9,657
Central Texas Library System	214,228	34,263	63,979	23,159
Houston Area Library System	433,706	54,512	158,833	109,264
Northeast Texas Library System	336,284	59,306	120,299	41,705
North Texas Library System	138,914	23,776	45,090	16,866
San Antonio Area Library System	259,035	29,000	114,613	98,470
South Texas Library System	332,896	32,530	155,658	177,490
Texas Panhandle Library System	44,997	6,514	17,267	7,736
Texas Trans-Pecos Library System	113,763	8,270	53,749	74,102
West Texas Library System	101,153	10,390	41,996	24,536

PERCENTAGE OF DISADVANTAGED PERSONS BY SYSTEM

SYSTEM	INCIDENCE OF POVERTY	ELDERLY BELOW POVERTY LEVEL	CHILDREN BELOW POVERTY LEVEL	LIMITED ENGLISH-SPEAKING
National Average*	13.0%	15.7%	17.9%	6.4%
Big Country Library System	13.88%	20.00%	16.31%	2.22%
Central Texas Library System	15.82%	22.00%	17.75%	1.71%
Houston Area Library System	11.04%	18.23%	13.40%	2.78%
Northeast Texas Library System	11.79%	19.39%	14.55%	1.48%
North Texas Library System	9.70%	16.48%	11.09%	1.18%
San Antonio Area Library System	19.20%	21.83%	26.41%	7.30%
South Texas Library System	25.84%	25.92%	33.75%	13.78%
Texas Panhandle Library System	12.16%	15.86%	15.39%	2.09%
Texas Trans-Pecos Library System	21.37%	22.65%	28.66%	13.92%
West Texas Library System	14.89%	16.71%	19.89%	3.61%

*Based on percent of persons within each category in comparison with total U.S. Population.

ACTION PLAN
FOR TASK

5.21 **Increase materials available in state institutional libraries through a program of centralized acquisitions...**

Standards

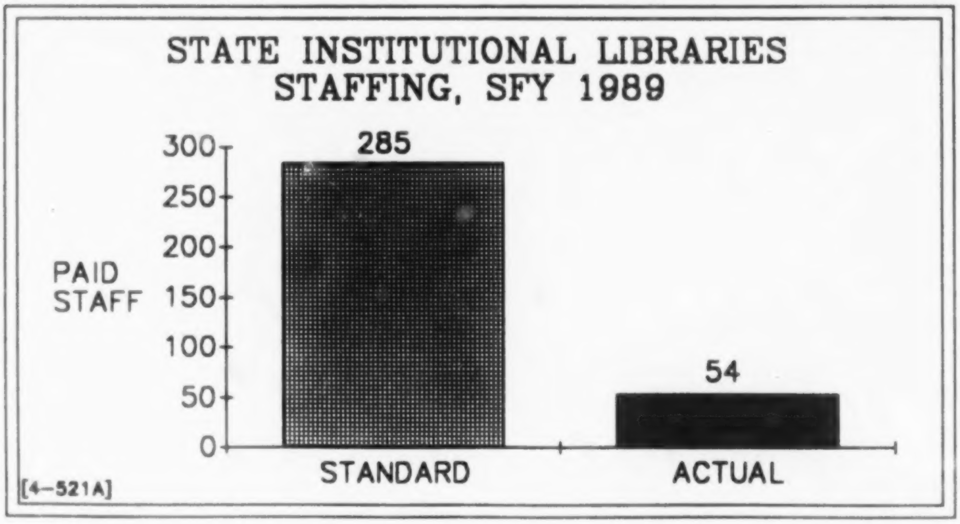
Standards for Libraries at Institutions for the Mentally Retarded (5), Library Standards for Juvenile Correctional Institutions (6), Library Standards for Adult Correctional Institutions (7), and Standards...for...Mental Health Facilities (8).

Need Indicators

There are over 49,600 (Aug. 1989) persons residing in state institutions, which vary widely as to the number of residents and the amount of money available to provide library materials. Since there is no coordinating authority among state agencies concerned with residential institutions, the Texas State Library must provide leadership for library service within these facilities.

The results of a 1989 survey of libraries in state residential institutions clearly reveals the existence of substandard conditions in every area of library service. Details of the survey are shown in the following tables.

To bring just two deficient areas up to standard would require adding 231 staff members at $28,000 each, including benefits, for a total of $6,468,000, and purchasing 266,662 books at $16.00 each, for a total of $4,266,592.



ADULT CORRECTIONAL INSTITUTIONS
SFY 1989

LOCATION	POPULATION	BOOKS(a) STANDARD	BOOKS(a) EXISTING	BOOKS(a) NEED	PERIODICALS(b) STANDARD	PERIODICALS(b) EXISTING	PERIODICALS(b) NEED	NEWSPAPERS(c) STANDARD	NEWSPAPERS(c) EXISTING	NEWSPAPERS(c) NEED
Texas Dept. of Corrections	38,398	191,990	222,415	0	2,451	112	2,339	20	28	0
==========================										
TDC UNITS										
=========										
Beto I	2,507	12,535	15,766	0	208	.	.	20	.	.
Beto I MROP	614	12,000	7,445	4,555	90	.	.	20	.	.
Beto II	996	12,000	5,214	6,786	114	.	.	20	.	.
Central	695	12,000	4,540	7,460	95	.	.	20	.	.
Clemens	1,009	12,000	8,343	3,657	114	.	.	20	.	.
Coffield	2,932	14,660	14,061	599	235	.	.	20	.	.
Darrington	1,650	12,000	8,756	3,244	154	.	.	20	.	.
Diagnostic	1,275	12,000	1,560	10,440	131	.	.	20	.	.
Eastham	2,092	12,000	11,249	751	182	.	.	20	.	.
Ellis I	2,029	12,000	8,940	3,060	178	.	.	20	.	.
Ellis II	1,850	12,000	12,127	0	167	.	.	20	.	.
Ferguson	2,186	12,000	9,034	2,966	188	.	.	20	.	.
Gatesville: Reception	.	12,000	779	11,221	70	.	.	20	.	.
Gatesville: Riverside	1,075	12,000	3,001	8,999	118	.	.	20	.	.
Gatesville: Terrace	.	12,000	2,964	9,036	70	.	.	20	.	.
Gatesville: Valley	.	12,000	2,578	9,422	70	.	.	20	.	.
Goree	1,095	12,000	6,685	5,315	120	.	.	20	.	.
Hilltop: Hackberry	.	12,000	2,264	9,736	70	.	.	20	.	.
Hilltop: Hilltop	1,162	12,000	2,323	9,677	124	.	.	20	.	.
Hilltop: Sycamore	.	12,000	2,187	9,813	70	.	.	20	.	.
Huntsville	1,764	12,000	9,069	2,931	162	.	.	20	.	.
Jester I	314	12,000	2,288	9,712	71	.	.	20	.	.
Jester II	319	12,000	3,174	8,826	71	.	.	20	.	.
Jester III	808	12,000	5,227	6,773	102	.	.	20	.	.
Michael	2,284	12,000	12,307	0	194	.	.	20	.	.
Mountain View	597	12,000	5,873	6,127	89	.	.	20	.	.
Pack I	808	12,000	5,528	6,472	102	.	.	20	.	.
Pack II	1,118	12,000	5,853	6,147	121	.	.	20	.	.
Professional	.	12,000	786	11,214	70	.	.	20	.	.
Ramsey I	1,536	12,000	8,850	3,150	147	.	.	20	.	.
Ramsey II	975	12,000	8,218	3,782	112	.	.	20	.	.
Ramsey III	1,187	12,000	7,417	4,583	125	.	.	20	.	.
Retrieve	875	12,000	5,700	6,300	106	.	.	20	.	.
Skyview	297	12,000	1,332	10,668	70	.	.	20	.	.
Wynne	2,349	12,000	10,977	1,023	198	.	.	20	.	.
	======	=======	=======	=======	=====	==	==	===	==	==
TOTALS	38,398	423,195	222,415	204,445	4,308	.	.	700	.	.

Note: Lower case letters refer to standards.
"." indicates value was not available.

ADULT CORRECTIONAL INSTITUTIONS Continued...

LOCATION	POPULATION	FILM MEDIA(d)			RECORDINGS(e)			PROFESSIONAL LIBRARIAN(f)		
		STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED
Texas Dept. of Corrections	38,398	9,825	.	.	9,825	.	.	1	0	1
TDC UNITS										
Beto I	2,507	852	.	.	852	.	.	1	0	1
Beto I MROP	614	379	.	.	379	.	.	1	0	1
Beto II	996	474	.	.	474	.	.	1	0	1
Central	695	399	.	.	399	.	.	1	0	1
Clemens	1,009	477	.	.	477	.	.	1	0	1
Coffield	2,932	958	.	.	958	.	.	1	0	1
Darrington	1,650	638	.	.	638	.	.	1	0	1
Diagnostic	1,275	544	.	.	544	.	.	1	0	1
Eastham	2,092	748	.	.	748	.	.	1	0	1
Ellis I	2,029	732	.	.	732	.	.	1	0	1
Ellis II	1,850	688	.	.	688	.	.	1	0	1
Ferguson	2,186	772	.	.	772	.	.	1	0	1
Gatesville: Reception	.	300	.	.	300	.	.	1	0	1
Gatesville: Riverside	1,075	494	.	.	494	.	.	1	0	1
Gatesville: Terrace	.	300	.	.	300	.	.	1	0	1
Gatesville: Valley	.	300	.	.	300	.	.	1	0	1
Goree	1,095	499	.	.	499	.	.	1	0	1
Hilltop: Hackberry	.	300	.	.	300	.	.	1	0	1
Hilltop: Hilltop	1,162	516	.	.	516	.	.	1	0	1
Hilltop: Sycamore	.	300	.	.	300	.	.	1	0	1
Huntsville	1,764	666	.	.	666	.	.	1	0	1
Jester I	314	304	.	.	304	.	.	1	0	1
Jester II	319	305	.	.	305	.	.	1	0	1
Jester III	808	427	.	.	427	.	.	1	0	1
Michael	2,284	796	.	.	796	.	.	1	0	1
Mountain View	597	374	.	.	374	.	.	1	0	1
Pack I	808	427	.	.	427	.	.	1	0	1
Pack II	1,118	505	.	.	505	.	.	1	0	1
Professional	.	300	.	.	300	.	.	1	0	1
Ramsey I	1,536	609	.	.	609	.	.	1	0	1
Ramsey II	975	469	.	.	469	.	.	1	0	1
Ramsey III	1,187	522	.	.	522	.	.	1	0	1
Retrieve	875	444	.	.	444	.	.	1	0	1
Skyview	297	300	.	.	300	.	.	1	0	1
Wynne	2,349	812	.	.	812	.	.	1	0	1
TOTALS	38,398	17,930	.	.	17,930	.	.	35	0	35

Note: Lower case letters refer to standards.
"." indicates value was not available.

ADULT CORRECTIONAL INSTITUTIONS Continued...

LOCATION	POPULATION	----- OTHER STAFF(f) -----			------- PROGRAM(g) -------			INFORMATION SERVICES(h)	INTERLIBRARY LOAN (i)
		STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED		
Texas Dept. of Corrections	38,398	5	25	0	6	2	4	Y	N
TDC UNITS									
Beto I	2,507	5	.	.	6	.	.	.	.
Beto I MROP	614	5	.	.	6	.	.	.	.
Beto II	996	5	.	.	6	.	.	.	.
Central	695	5	.	.	6	.	.	.	.
Clemens	1,009	5	.	.	6	.	.	.	.
Coffield	2,932	5	.	.	6	.	.	.	.
Darrington	1,650	5	.	.	6	.	.	.	.
Diagnostic	1,275	5	.	.	6	.	.	.	.
Eastham	2,092	5	.	.	6	.	.	.	.
Ellis I	2,029	5	.	.	6	.	.	.	.
Ellis II	1,850	5	.	.	6	.	.	.	.
Ferguson	2,186	5	.	.	6	.	.	.	.
Gatesville: Reception	.	2	.	.	6	.	.	.	.
Gatesville: Riverside	1,075	5	.	.	6	.	.	.	.
Gatesville: Terrace	.	2	.	.	6	.	.	.	.
Gatesville: Valley	.	2	.	.	6	.	.	.	.
Goree	1,095	5	.	.	6	.	.	.	.
Hilltop: Hackberry	.	2	.	.	6	.	.	.	.
Hilltop: Hilltop	1,162	5	.	.	6	.	.	.	.
Hilltop: Sycamore	.	2	.	.	6	.	.	.	.
Huntsville	1,764	5	.	.	6	.	.	.	.
Jester I	314	3	.	.	6	.	.	.	.
Jester II	319	3	.	.	6	.	.	.	.
Jester III	808	5	.	.	6	.	.	.	.
Michael	2,284	5	.	.	6	.	.	.	.
Mountain View	597	5	.	.	6	.	.	.	.
Pack I	808	5	.	.	6	.	.	.	.
Pack II	1,118	5	.	.	6	.	.	.	.
Professional	.	2	.	.	6	.	.	.	.
Ramsey I	1,536	5	.	.	6	.	.	.	.
Ramsey II	975	5	.	.	6	.	.	.	.
Ramsey III	1,187	5	.	.	6	.	.	.	.
Retrieve	875	5	.	.	6	.	.	.	.
Skyview	297	2	.	.	6	.	.	.	.
Wynne	2,349	5	.	.	6	.	.	.	.
	======	==	==	==	===	==	==		
TOTALS	38,398	150	.	.	210	.	.		

Note: Lower case letters refer to standards.
"." indicates value was not available.

ADULT CORRECTIONAL INSTITUTIONS Continued...

LOCATION	POPULATION	··· MATERIALS BUDGET(j) ··· STANDARD	EXISTING	NEED	··· READER STATIONS(k) ··· STANDARD	EXISTING	NEED	···· LIBRARY SIZE(l) ····· STANDARD	EXISTING	NEED
Texas Dept. of Corrections	38,398	4,300,576	793,511	3,507,065	5,760	.	.	403,200	.	.
TDC UNITS										
Beto I	2,507	280,784	.	.	376	.	.	26,320	.	.
Beto I MROP	614	68,768	.	.	92	.	.	6,440	.	.
Beto II	996	111,552	.	.	149	.	.	10,430	.	.
Central	695	77,840	.	.	104	.	.	7,280	.	.
Clemens	1,009	113,008	.	.	151	.	.	10,570	.	.
Coffield	2,932	328,384	.	.	440	.	.	30,800	.	.
Darrington	1,650	184,800	.	.	248	.	.	17,360	.	.
Diagnostic	1,275	142,800	.	.	191	.	.	13,370	.	.
Eastham	2,092	234,304	.	.	314	.	.	21,980	.	.
Ellis I	2,029	227,248	.	.	304	.	.	21,280	.	.
Ellis II	1,850	207,200	.	.	278	.	.	19,460	.	.
Ferguson	2,186	244,832	.	.	328	.	.	22,960	.	.
Gatesville: Reception	.	.	.	.	.	.	.	.	.	.
Gatesville: Riverside	1,075	120,400	.	.	161	.	.	11,270	.	.
Gatesville: Terrace	.	.	.	.	.	.	.	.	.	.
Gatesville: Valley	.	.	.	.	.	.	.	.	.	.
Goree	1,095	122,640	.	.	164	.	.	11,480	.	.
Hilltop: Hackberry	.	.	.	.	.	.	.	.	.	.
Hilltop: Hilltop	1,162	130,144	.	.	174	.	.	12,180	.	.
Hilltop: Sycamore	.	.	.	.	.	.	.	.	.	.
Huntsville	1,764	197,568	.	.	265	.	.	18,550	.	.
Jester I	314	35,168	.	.	47	.	.	3,290	.	.
Jester II	319	35,728	.	.	48	.	.	3,360	.	.
Jester III	808	90,496	.	.	121	.	.	8,470	.	.
Michael	2,284	255,808	.	.	343	.	.	24,010	.	.
Mountain View	597	66,864	.	.	90	.	.	6,300	.	.
Pack I	808	90,496	.	.	121	.	.	8,470	.	.
Pack II	1,118	125,216	.	.	168	.	.	11,760	.	.
Professional	.	.	.	.	.	.	.	.	.	.
Ramsey I	1,536	172,032	.	.	230	.	.	16,100	.	.
Ramsey II	975	109,200	.	.	146	.	.	10,220	.	.
Ramsey III	1,187	132,944	.	.	178	.	.	12,460	.	.
Retrieve	875	98,000	.	.	131	.	.	9,170	.	.
Skyview	297	33,264	.	.	45	.	.	3,150	.	.
Wynne	2,349	263,088	.	.	352	.	.	24,640	.	.
TOTALS	38,398	4,300,576	.	.	5,759	.	.	403,130	.	.

Note: Lower case letters refer to standards.
"." indicates value was not available.

LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS

A. **Books** - 12,000 volumes or 5 per capita

B. **Periodicals** - 60-80 periodicals (70 used) for the first 300 residents; one per 16 thereafter.

C. **Newspapers** - Minimum of 20 titles

D. **Film Media** - One title per capita for first 300; one title per four capita thereafter.

E. **Sound recordings** - One title per capita for first 300; one title per four capita thereafter.

F. **Staff** - One professional librarian, plus other staff as follows:

100 - 300 population - 1 library technician, and 1 library clerk

301 - 500 population - 1 assistant librarian, 1 library technician, and 1 library clerk

501 + population - 2 assistant librarians, 1 library technician, and 2 or 3 library clerks

G. **Programming** - Because the standards do not quantify the Programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, booktalks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

H. **Information and reference services** - Information and reference services sufficient to meet the user's immediate needs for facts or data should be available.

I. **Interlibrary Loan** - Access to other community collections shall be provided.

J. **Budget (Materials)** - No less than the cost of two books, two magazines, and two tapes or recordings per capita.

K. **Seating** - Seating for 15 percent of population, @ 35 sq. ft. per station.

L. **Library Size** - Calculated on the basis of twice the square footage needed for seating.

JUVENILE CORRECTIONAL INSTITUTIONS
SFY 1989

LOCATION	POPULATION	BOOKS(a) STANDARD	BOOKS(a) EXISTING	BOOKS(a) NEED	PERIODICALS(b) STANDARD	PERIODICALS(b) EXISTING	PERIODICALS(b) NEED	NEWSPAPERS(c) STANDARD	NEWSPAPERS(c) EXISTING	NEWSPAPERS(c) NEED
Brownwood State School	229	4,580	1,250	3,330	120	37	83	20	9	11
Corsicana State Home	87	4,000	.	.	60	14	46	10	0	10
Gainesville State School	240	4,800	1,950	2,850	120	25	95	20	6	14
Giddings State Home and School	267	5,340	.	.	180	22	158	30	2	28
Vernon State Hospital--South	495	9,900	300	9,600	300	70	230	50	7	43
West Texas Children's Home	178	4,000	.	.	120	10	110	20	1	19
TOTALS	1,496	32,620	3,500	15,780	900	178	722	150	25	125

LOCATION	POPULATION	FILM MEDIA(d) STANDARD	FILM MEDIA(d) EXISTING	FILM MEDIA(d) NEED	RECORDINGS(e) STANDARD	RECORDINGS(e) EXISTING	RECORDINGS(e) NEED	PROFESSIONAL LIBRARIAN(f) STANDARD	PROFESSIONAL LIBRARIAN(f) EXISTING	PROFESSIONAL LIBRARIAN(f) NEED
Brownwood State School	229	2,977	130	2,847	1,832	0	1,832	1	0	1
Corsicana State Home	87	1,131	.	.	696	.	.	1	0	1
Gainesville State School	240	3,120	360	2,760	1,920	5	1,915	1	0	1
Giddings State Home and School	267	3,471	70	3,401	2,136	0	2,136	1	0	1
Vernon State Hospital--South	495	6,435	132	6,303	3,960	126	3,834	1	0	1
West Texas Children's Home	178	2,314	.	.	1,424	.	.	1	0	1
TOTALS	1,496	19,448	692	15,311	11,968	131	9,717	6	0	6

LOCATION	POPULATION	OTHER STAFF(f) STANDARD	OTHER STAFF(f) EXISTING	OTHER STAFF(f) NEED	PROGRAM(g) STANDARD	PROGRAM(g) EXISTING	PROGRAM(g) NEED	INFORMATION SERVICES(h)	INTERLIBRARY LOAN (i)
Brownwood State School	229	3	0	3	6	4	2	Y	N
Corsicana State Home	87	2	1	1	6	6	0	Y	N
Gainesville State School	240	3	1	2	6	7	0	Y	N
Giddings State Home and School	267	3	1	2	6	5	1	Y	N
Vernon State Hospital--South	495	3	1	2	6	3	3	Y	N
West Texas Children's Home	178	2	.	.	6	2	4	Y	N
TOTALS	1,496	16	4	10	36	27	10		

Note: Lower case letters refer to standards.
"." indicates value was not available.

JUVENILE CORRECTIONAL INSTITUTIONS Continued...

		---- AV EQUIPMENT(j) -----			--- MATERIALS BUDGET(k) ----			--- READER STATIONS(l) ---		
LOCATION	POPULATION	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED
Brownwood State School	229	50	0	50	25,648	7,264	18,384	27	18	9
Corsicana State Home	87	25	0	25	9,744	675	9,069	10	12	0
Gainesville State School	240	50	35	15	26,880	3,680	23,200	29	24	5
Giddings State Home and School	267	75	18	57	29,904	1,539	28,365	32	45	0
Vernon State Hospital--South	495	125	40	85	55,440	4,353	51,087	59	.	.
West Texas Children's Home	178	50	30	20	19,936	0	19,936	21	40	0
	=====	===	===	===	=======	======	=======	===	===	==
TOTALS	1,496	375	123	252	167,552	17,511	150,041	178	139	14

		---- LIBRARY SIZE(m) ----		
LOCATION	POPULATION	STANDARD	EXISTING	NEED
Brownwood State School	229	1,350	900	450
Corsicana State Home	87	500	360	140
Gainesville State School	240	1,450	7,290	0
Giddings State Home and School	267	1,600	1,334	266
Vernon State Hospital--South	495	2,950	3,000	0
West Texas Children's Home	178	1,050	1,500	0
	=====	=====	======	===
TOTALS	1,496	8,900	14,384	856

Note: Lower case letters refer to standards.
"." indicates value was not available.

LIBRARY STANDARDS FOR JUVENILE CORRECTIONAL INSTITUTIONS

A. **Books** - 4,000 titles or 20 volumes per capita.

B. **Magazines** - 40-80 titles/100 residents (60 titles used).

C. **Newspapers** - 10 titles/ 100 residents.

D. **Film media** - 13 titles per resident; combines the filmstrip standard (10/resident) and the super 8 and 8mm standard (3/resident).

E. **Sound recordings** - 6 - 10 per capita (8 used).

F. **Staff** - One professional librarian, plus additional staff as follows:

100 - 200 population -	1 library technician, and 1 library clerk
201 - 500 population -	1 assistant librarian, 1 library technician, and 1 library clerk
500 + population -	2 assistant librarians, 1 library technician, and 2 or 3 library clerks

G. **Programming** - Because the standards do not quantify the Programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, booktalks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

H. **Information and reference services** - The library shall provide information services to locate facts as needed by the users and advisory service to bring the user and that material best suited to his need together.

I. **Interlibrary loan** - Interlibrary loan arrangements with the local public library, the local school libraries, the public library system and/or the state library agency shall be provided.

J. **AV equipment** - The library should have sufficient av equipment to meet the needs of its users to utilize the media collection. An administrative standard has been set requiring 25 pieces of audiovisual equipment for every 100 residents.

K. **Materials Budget** - The annual budget for materials shall be no less than the cost of two books, two magazine subscriptions, and two tapes or recordings per person at the current average list price.

L. **Reading space** - Large enough to seat 10-15 percent (12 used) of the population, @ 25 sq. ft. per station, but never fewer than the largest class group.

M. **Square Feet** - An administrative standard has been set calculating the square feet needed at twice the required reading space.

TEXAS MENTAL HEALTH INSITUTIONS
SFY 1989

		BOOKS(a)			PERIODICALS(b)			NEWSPAPERS(c)		
LOCATION	POPULATION	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED
Austin State Hospital	986	5,000	4,468	532	25	3	22	15	1	14
Big Spring State Hospital	1,980	9,900	3,606	6,294	25	0	25	15	0	15
Kerrville State Hospital	430	5,000	4,790	210	25	9	16	15	2	13
Rusk State Hospital	480	5,000	7,837	0	25	1	24	15	4	11
San Antonio State Hospital	535	5,000	5,815	0	25	29	0	15	2	13
Terrell State Hospital	512	5,000	10,880	0	25	30	0	15	35	0
Waco Center for Youth	73	5,000	150	4,850	25	.	.	15	.	.
Wichita Falls State Hospital	530	5,000	5,818	0	25	30	0	15	3	12
TOTALS	5,526	44,900	43,364	11,886	200	102	87	120	47	78

		OTHER AV(d)			RECORDINGS(e)			PROFESSIONAL LIBRARIAN(f)		
LOCATION	POPULATION	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED
Austin State Hospital	986	472	142	330	986	178	808	2	1	1
Big Spring State Hospital	1,980	720	0	720	1,980	60	1,920	2	0	2
Kerrville State Hospital	430	333	227	106	500	90	410	1	0	1
Rusk State Hospital	480	345	91	254	500	12	488	1	0	1
San Antonio State Hospital	535	359	153	206	535	247	288	1	0	1
Terrell State Hospital	512	353	232	121	512	95	417	1	0	1
Waco Center for Youth	73	73	.	.	500	.	.	1	0	1
Wichita Falls State Hospital	530	358	93	265	530	1,300	0	1	0	1
TOTALS	5,526	3,013	938	2,002	6,043	1,982	4,331	10	1	9

		OTHER STAFF(f)			PROGRAM(g)			INFORMATION	INTERLIBRARY
LOCATION	POPULATION	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED	SERVICES(h)	LOAN (i)
Austin State Hospital	986	2	1	1	6	10	0	Y	Y
Big Spring State Hospital	1,980	5	2	3	6	0	6	Y	N
Kerrville State Hospital	430	3	1	2	6	5	1	Y	Y
Rusk State Hospital	480	3	2	0	6	4	2	N	N
San Antonio State Hospital	535	3	1	2	6	5	1	Y	N
Terrell State Hospital	512	3	2	1	6	7	0	Y	Y
Waco Center for Youth	73	1	0	1	6	4	2	N	N
Wichita Falls State Hospital	530	3	2	1	6	8	0	Y	Y
TOTALS	5,526	23	11	11	48	43	12		

Note: Lower case letters refer to standards.
"." indicates value was not available.

TEXAS MENTAL HEALTH INSTITUTIONS Continued...

		---- AV EQUIPMENT(j) -----			--- MATERIALS BUDGET(k) ----			--- READER STATIONS(l) ---		
LOCATION	POPULATION	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED
Austin State Hospital	986	250	26	224	110,432	2,172	108,260	118	40	78
Big Spring State Hospital	1,980	500	61	439	221,760	0	221,760	238	20	218
Kerrville State Hospital	430	100	0	100	48,160	655	47,505	52	14	38
Rusk State Hospital	480	125	14	111	53,760	250	53,510	58	35	23
San Antonio State Hospital	535	125	20	105	59,920	775	59,145	64	38	26
Terrell State Hospital	512	125	15	110	57,344	3,789	53,555	61	40	21
Waco Center for Youth	73	25	.	.	8,176	50	8,126	9	10	0
Wichita Falls State Hospital	530	125	21	104	59,360	1,035	58,325	64	30	34
	=====	=====	===	=====	=======	=====	=======	===	===	===
TOTALS	5,526	1,375	157	1,193	618,912	8,726	610,186	664	227	438

		---- LIBRARY SIZE(m) ----		
LOCATION	POPULATION	STANDARD	EXISTING	NEED
Austin State Hospital	986	5,900	1,379	4,521
Big Spring State Hospital	1,980	11,900	627	11,273
Kerrville State Hospital	430	2,600	558	2,042
Rusk State Hospital	480	2,900	1,018	1,882
San Antonio State Hospital	535	3,200	1,296	1,904
Terrell State Hospital	512	3,050	1,650	1,400
Waco Center for Youth	73	1,500	150	1,350
Wichita Falls State Hospital	530	3,200	855	2,345
	=====	======	=====	======
TOTALS	5,526	34,250	7,533	26,717

Note: Lower case letters refer to standards.
"." indicates value was not available.

STANDARDS...FOR...RESIDENTIAL MENTAL HEALTH FACILITIES

A. **Books** - 5,000 titles or 5 volumes per capita, whichever is greater.

B. **Magazines** - 25 titles. Each closed living area to have at least 5 subscriptions.

C. **Newspapers** - Major state and national publications, plus newspapers from communities served by the facility. Administratively set at a minimum of 15.

D. **Audiovisual material** - One title per capita up to 300; thereafter one title per 4 additional clients.

E. **Sound recordings** - 500 titles or one per capita, whichever is greater.

F. **Staff** - One library director, plus additional staff as follows:

to 400 population	-	1 support staff
401 - 600 population	-	1 paraprofessional, and 2 support staff
601 - 1,000 population	-	1 librarian, and 2 support staff
1,001 - population	-	1 librarian, 2 paraprofessional staff, and 3 support staff

G. **Programming** - Because the standards do not quantify Programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, booktalks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

H. **Information and reference services** - The library shall provide reference/information and referral services, including using resources beyond the library's collection.

I. **Interlibrary loan** - The library shall provide interlibrary loan services through formal and informal arrangements with all types of libraries.

J. **AV equipment** - Administratively set at 25 pieces of audiovisual equipment for every 100 residents.

K. **Materials Budget** - The materials budget has been administratively set at no less than the cost of two books, to magazine subscriptions, and two tapes or recordings per person at the current average list price.

L. **Reading space** - Large enough to seat 10-15 percent of the client population. An administrate standard has been set at 12 percent, @ 25 sq. ft. per station.

M. **Library Size** - The library shall have a minimum of 1,500 sq.ft., or an administrate standard of twice the square footage needed for seating, whichever is greater.

TEXAS MENTAL RETARDATION INSTITUTIONS
SFY 1989

		BOOKS(a)			PERIODICALS(b)			NEWSPAPERS(c)		
LOCATION	POPULATION	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED
Abilene State School	807	4,035	5,480	0	27	0	27	5	0	5
Brenham State School	508	2,540	950	1,590	27	0	27	5	0	5
Denton State School	600	3,000	.	.	27	.	.	5	.	.
Fort Worth State School	361	2,500	.	.	27	4	23	5	2	3
Lufkin State School	509	2,545	0	2,545	27	0	27	5	0	5
San Angelo State School	408	2,500	0	2,500	27	0	27	5	0	5
	=====	======	=====	=====	===	==	===	==	==	==
TOTALS	3,193	17,120	6,430	6,635	162	4	131	30	2	23

		FILM MEDIA (d)			RECORDINGS(e)			TOYS(f)		
LOCATION	POPULATION	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED
Abilene State School	807	600	1,543	0	1,614	1,680	0	1,614	350	1,264
Brenham State School	508	600	70	530	1,016	0	1,016	1,016	0	1,016
Denton State School	600	600	.	.	1,200	.	.	1,200	.	.
Fort Worth State School	361	600	30	570	722	0	722	722	0	722
Lufkin State School	509	600	760	0	1,018	492	526	1,018	1,220	0
San Angelo State School	408	600	200	400	816	0	816	816	0	816
	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTALS	3,193	3,600	2,603	1,500	6,386	2,172	3,080	6,386	1,570	3,818

		PROFESSIONAL LIBRARIAN(g)			OTHER STAFF(g)			PROGRAM(h)		
LOCATION	POPULATION	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED
Abilene State School	807	2	1	1	5	1	4	6	2	4
Brenham State School	508	1	0	1	4	0	4	6	2	4
Denton State School	600	1	0	1	4	.	.	6	0	6
Fort Worth State School	361	1	0	1	3	1	2	6	1	5
Lufkin State School	509	1	0	1	4	1	3	6	3	3
San Angelo State School	408	1	0	1	4	1	3	6	7	0
	=====	==	==	==	==	==	==	==	==	==
TOTALS	3,193	7	1	6	24	4	16	36	15	22

Note: Lower case letters refer to standards.
"." indicates value was not available.

TEXAS MENTAL RETARDATION INSTITUTIONS Continued...

LOCATION	POPULATION	INFORMATION SERVICES(i)	INTERLIBRARY LOAN(j)	---- AV EQUIPMENT(k) ---- STANDARD	EXISTING	NEED	--- MATERIALS BUDGET(l) ---- STANDARD	EXISTING	NEED
Abilene State School	807	Y	Y	72	91	0	90,384	0	90,384
Brenham State School	508	N	N	44	14	30	56,896	0	56,896
Denton State School	600	N	N	52	.	.	67,200	0	67,200
Fort Worth State School	361	Y	N	36	7	29	40,432	6,283	34,149
Lufkin State School	509	N	N	44	48	0	57,008	1,322	55,686
San Angelo State School	408	Y	N	36	0	36	45,696	0	45,696
	=====			===	===	==	=======	=====	=======
TOTALS	3,193			284	160	95	357,616	7,605	350,011

LOCATION	POPULATION	--- READER STATIONS(m) --- STANDARD	EXISTING	NEED	----- LIBRARY SIZE(n) ----- STANDARD	EXISTING	NEED
Abilene State School	807	97	3	94	4,860	1,200	3,660
Brenham State School	508	61	16	45	3,060	480	2,580
Denton State School	600	72	.	.	3,600	.	.
Fort Worth State School	361	43	5	38	2,160	180	1,980
Lufkin State School	509	61	3	58	3,060	728	2,332
San Angelo State School	408	49	10	39	2,460	200	2,260
	=====	===	==	===	======	=====	======
TOTALS	3,193	383	37	274	19,200	2,788	12,812

Note: Lower case letters refer to standards.
"." indicates value was not available.

STANDARDS FOR LIBRARIES AT INSTITUTIONS FOR THE MENTALLY RETARDED

A. **Books** - Minimum of 2,500 titles or 5 per client.

B. **Magazines** - 25 - 30 titles (27 used), plus multi copies.

C. **Newspapers** - 5 titles.

D. **Film media** - 600 titles (filmstrips, 500; 8mm and Super 8, 100).

E. **Sound recordings** - 500 recordings or 2 per capita.

F. **Toys** - Two toys per capita.

G. **Staff** -

Librarians:

200 - 600 population	1 libr director
601 - 1,200 population	1 libr direct + 1 assistant lbrn (MLS)
1,201 - population	1 libr direct + 2 assistant lbrns (MLS)

Other staff:

200 - 400 population	3	1,201 - 1,600 population	8
401 - 800 population	4	1,601 - 2,000 population	8 - 11
801 - 1,000 population	5	2,001 - population	11 - 12
1,001 - 1.200 population	7		

H. **Programming** - Because the standards do not quantify the programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, booktalks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

I. **Information and reference services** - Services shall include the provision of information services to locate facts needed by the users, including literature searches and referrals to other libraries or information agencies.

J. **Interlibrary loan** - Services shall include interlibrary loan services.

K. **Audiovisual equipment** -

	Per 100 Clients		Per 500 Clients
Record players	3	16mm film projectors	1
Tape recorders	1	8mm film projectors	1
Tape players	2	Overhead projectors	1
Sound slide viewers	1	Projector screen	1
Sound filmstrip projectors	1		

L. **Materials Budget** - The budget has been administratively set at no less than the cost of two books, two magazine subscriptions, and two tapes or recordings per person at the current list price.

M. **Seating** - 10 to 15 percent (12 used) of the user population.

N. **Facilities** - 10 percent of the user population, at 60 square feet per user, up to 10,000 square feet.

OTHER INSTITUTIONS
SFY 1989

LOCATION	POPULATION	BOOKS(a)			PERIODICALS(b)			NEWSPAPERS(c)		
		STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED
San Antonio State Chest Hospital	71	12,000	4,383	7,617	70	2	68	20	1	19
Texas School for the Blind	184	12,000	6,090	5,910	70	55	15	20	1	19
Texas School for the Deaf/East	390	12,000	4,466	7,534	76	50	26	20	2	18
Texas School for the Deaf/South	390	12,000	8,525	3,475	76	75	1	20	2	18
	=====	======	======	======	===	===	===	==	==	==
TOTALS	1,035	48,000	23,464	24,536	292	182	110	80	6	74

LOCATION	POPULATION	FILM MEDIA(d)			RECORDINGS(e)			PROFESSIONAL LIBRARIAN(f)		
		STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED
San Antonio State Chest Hospital	71	300	98	202	300	.	.	1	1	0
Texas School for the Blind	184	300	231	69	300	500	0	1	1	0
Texas School for the Deaf/East	390	323	2,459	0	323	300	23	1	0	1
Texas School for the Deaf/South	390	323	385	0	323	0	323	1	1	0
	=====	=====	=====	===	=====	===	===	==	==	==
TOTALS	1,035	1,246	3,173	271	1,246	800	346	4	3	1

LOCATION	POPULATION	OTHER STAFF(f)			PROGRAM(g)			INFORMATION SERVICES(h)	INTERLIBRARY LOAN (i)
		STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED		
San Antonio State Chest Hospital	71	2	1	1	6	1	5	Y	N
Texas School for the Blind	184	2	2	0	6	0	6	Y	Y
Texas School for the Deaf/East	390	3	0	3	6	10	0	Y	Y
Texas School for the Deaf/South	390	3	2	1	6	9	0	Y	Y
	=====	==	==	==	==	==	==		
TOTALS	1,035	10	5	5	24	20	11		

LOCATION	POPULATION	MATERIALS BUDGET(j)			READER STATIONS(k)			LIBRARY SIZE(l)		
		STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED
San Antonio State Chest Hospital	71	7,952	156	7,796	11	8	3	770	561	209
Texas School for the Blind	184	20,608	3,528	17,080	28	.	.	1,960	6,300	0
Texas School for the Deaf/East	390	43,680	4,500	39,180	59	20	39	4,130	900	3,230
Texas School for the Deaf/South	390	43,680	4,500	39,180	59	60	0	4,130	2,440	1,690
	=====	=======	======	=======	===	==	==	======	======	=====
TOTALS	1,035	115,920	12,684	103,236	157	88	42	10,990	10,201	5,129

Note: Lower case letters refer to standards.
"." indicates value was not available.

ACTION PLANS
FOR TASKS

5.31 Increase the number of new patrons registered...

5.32 Increase the number of new institutions registered...

5.33 Provide library service to...English-speaking individuals.

5.34 Provide library service to...Spanish-speaking individuals.

5.35 Provide library service to...institutions.

5.36 Provide complete information, or appropriate referrals, in response to...reference questions.

5.37 Record on tape English and Spanish book titles...

5.38 Maintain an annual circulation of materials...per person served.

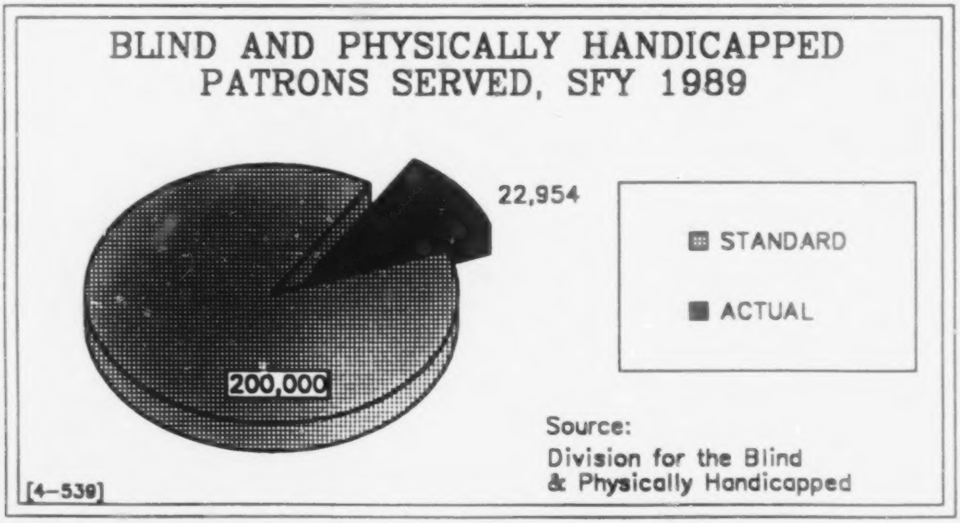
5.39 Maintain an annual circulation of materials...per institution served.

Standard

"The library system should have materials for, and provide services to, individuals and groups with special needs." (1, Standard 26.i., p.33)

An administrative standard has been set to serve all blind and physically handicapped Texas residents who are interested in receiving library service. At a cost of $54 per patron, $9,560,484 is needed to reach the standard from the existing level of service.

Need Indicator



BLIND AND PHYSICALLY HANDICAPPED PATRONS SERVED, SFY 1989

Source:
Division for the Blind
& Physically Handicapped

ACTION PLAN
FOR TASK

5.41 Provide consulting to the library systems and public libraries on library services to children and young adults.

5.42 Conduct a survey of youth services in Texas public libraries... and issue a report...with recommendations...

5.43 Compile, print and distribute... manuals of programming ideas to children's and young adult librarians...

5.44 Distribute a manual on planning and managing youth services...

5.45 Maintain an annual participation rate in the Texas Reading Club...

5.46 Provide Texas Reading Club participation forms (Reading Logs)...to public libraries, and to school libraries upon availability of materials.

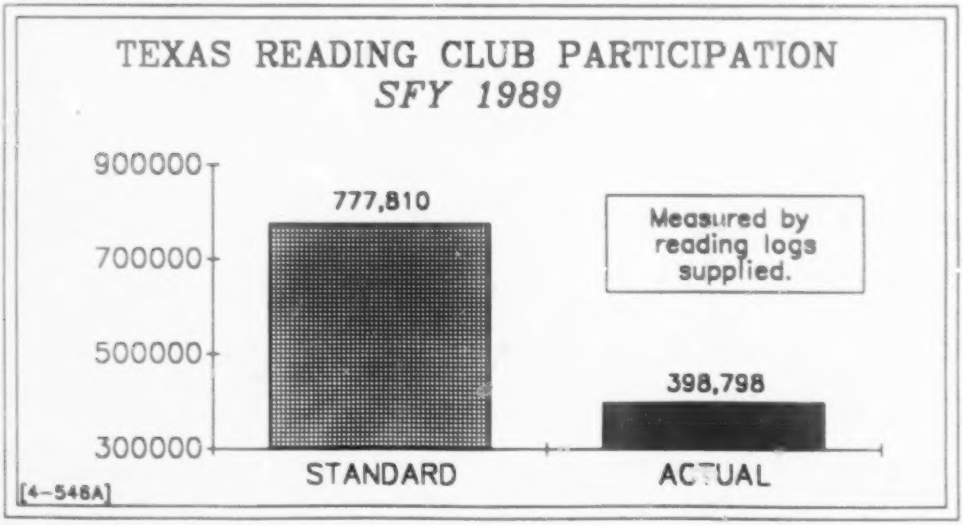
Standard

"The library system serves individuals and groups with special needs." (1, Standard 26, p.33)

The library has a positive program "of guidance in the use of educational, informational, and recreational materials." (1, Standard 24, i., p. 32)

An administrative standard has been set to serve 33 percent of the population between the ages of 5 and 13 through the Texas Reading Club. At an average cost of $0.14 per participant, an estimated $53,062 is needed to bring current performance up to standard.

Need Indicator



ACTION PLANS
FOR TASKS

5.51 **Provide assistance to libraries...to develop and improve local adult education programs.**

5.52 **Assist library systems in establishing local literacy projects in public libraries...**

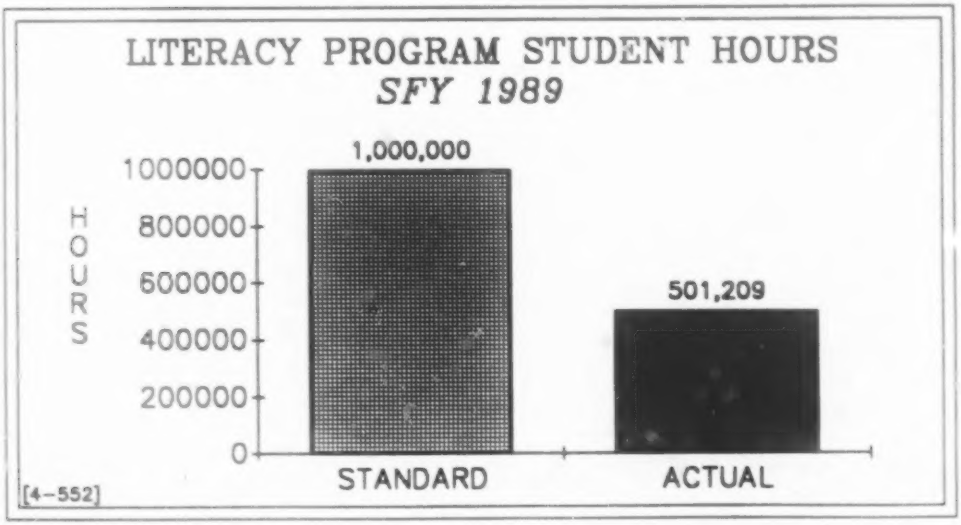
Standard

"The library system serves individuals and groups with special needs." (1, Standard 26, p.33)

Need Indicator

According to the 1980 Census, 4,081,281 adults in Texas have not completed high school. Research data from the Adult Performance Level Project demonstrates a high correlation between years of school completed and functional literacy, defined as the ability to read, comprehend, write, and compute at a level sufficient for successful adult living. The Texas Education Agency estimates that 2,845,514 Texans cannot read or write at the most rudimentary level.

The Texas State Library must provide assistance, through the regional library systems, to support literacy programs in public libraries at the rate of one million student hours per year. At $.48 per hour, $239,420 additional is required to reach this level of instructional offerings.



REFERENCES

1. Minimum Standards for Public Library Systems, 1966 (American Library Association, 1967).

2. "Texas Library Association Standards and Guidelines for Texas Public Libraries" (Texas Library Association, 1983).

3. ALA Interim Standards for Small Public Libraries.

4. Wheeler's "Formula for Library Size" published in Practical Administration of Public Libraries, 1981, p.405.

5. Standards for Libraries at Institutions for the Mentally Retarded (American Library Association, 1981).

6. Library Standards for Juvenile Correctional Institutions (American Correctional Association and the American Library Association, 1975).

7. Library Standards for Adult Correctional Institutions (American Library Association/American Correctional Association (ASCLA) Joint Committee on Institutional Libraries, 1981).

8. Standards and Guidelines for Client Library Services in Residential Mental Health Facilities (Association of Specialized and Cooperative Library Agencies, 1987).

AUTOMATION AND RESOURCE SHARING PLAN

1990 - 1993

Library Development Division

TEXAS STATE LIBRARY

AUTOMATION AND RESOURCE SHARING PLAN
Texas State Library
FY 1990 to 1993

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AUTOMATION AND RESOURCE SHARING PLAN
Texas State Library
FY 1990 to 1993
(Revised May 1990)

INTRODUCTION

This plan was prepared in accordance with Public Law 98-480, the Library Services and Construction Act Amendments of 1984. Its purpose is to comply with Section 304 of the Library Services and Construction Act. Additionally, it was prepared as a way to inform Texas citizens and librarians of the programs and services offered by their State Library. Through the dissemination of this document we are seeking comment and input regarding our program of automation and resource sharing.

The Texas resource sharing program is not a single identifiable program. Rather, there are a number of distinct projects working together to form a statewide resource sharing program. By weaving the thread of resource sharing through many activities, we hope to provide a wider range of services to more libraries. We also hope that resource sharing can continue to develop even if one of the component projects experiences funding, performance or other problems.

History

Before 1988, the Resource Sharing Plan followed the discussion issues listed in the Library Services and Construction Act. The format was greatly revised for the *Long Range Plan* for FY88 to FY90 to explain the component projects and the connections between them more clearly, to show how the component projects were organized into a cohesive and rational overall program of development. The projects were also renamed at that time. The names were chosen to make the projects more readily identifiable and to provide an easily remembered reference to the purpose of each project.

As well as renaming existing projects, new projects (Leadership, Neighbor, and Partners) were proposed. These projects are designed to develop the policies, standards, and technical capabilities to maintain an effective resource sharing service program as the technology for shared and linked systems becomes available. Funds for Projects Neighbor and Partner have been requested to begin in FY90.

In the *Long Range Plan* for FY 1989 to 1991, "Automation" was added to the title of the Resource Sharing Plan, to reflect the policy of the State Library to concentrate funding for automation in projects that promote resource sharing.

Philosophy

The basic tenets of the Automation and Resource Sharing Plan are

- that resource sharing in Texas should be built on a foundation of local networks rather than a statewide database beyond that which we already have from participation in OCLC

- that automated library systems should be designed with the fewest barriers possible to sharing information, to future networking, and to taking advantage of future technological advances

- that major automated files which represent large investments, such as bibliographic and patron files, should be transportable to upgraded systems

The mission of resource sharing in Texas is to support the Library Development Division's mission of seeing that needed library services and materials are accessible to every resident and that the cost of providing that access is distributed fairly.

A Foundation of Local Networks

Resource-sharing requires three basic components: a method of locating materials, a method of communicating the request to the owning library, and a method of bringing the user and the materials together. A number of states have chosen to create state-wide databases or even state-wide automated systems as the method of locating materials and communicating requests. This is a very effective method where the geographic area covered is small and the delivery system fast and inexpensive. Because Texas is so large in area, a state-wide database would include items that could not be delivered to the user within a reasonable time and cost. Because Texas has so many libraries and books, a state-wide database would also be very large and cumbersome. Therefore, resource sharing based on networks within smaller geographic areas (the size of many other entire states) is more appropriate for Texas. Access to materials not found within the local library or local network is then provided through the third level, the statewide interlibrary loan network.

Resource sharing should begin at the local level with nearby libraries entering into reciprocal borrowing agreements in a non-automated environment. Project Neighbor is the component of the Automation and Resource Sharing Plan that encourages reciprocal borrowing agreements and local structures for reimbursing net reciprocal lenders. Reciprocal borrowing is being encouraged rather than local interlibrary loan because it allows users to obtain the materials faster, with no delivery costs being borne by the libraries.

As needs grow, those libraries should enter the second level of resource sharing by establishing shared automated systems or linking existing systems. Project Partners provides grants to fund shared or linked systems for resource sharing.

For needs which cannot be met locally, libraries can enter the third level by utilizing the OCLC statewide database, directly or through the Interlibrary Loan Centers. Project Build funds the addition of Major Resource Center holdings to OCLC. Project List produces the Texas Union List of Serials. Project TexNet maintains ten Interlibrary Loan Centers. Public, special, and academic libraries which do not have direct access to OCLC can obtain materials on interlibrary loan through their Interlibrary Loan Center. Project Loan reimburses libraries that are net lenders on TexNet.

Future Flexibility

The second tenet of the Automation and Resource Sharing Plan looks forward to increasingly sophisticated library technology. Twenty years ago, only the very largest and best funded libraries, mostly academic, could even begin to think about automation, and each library generally had to develop its own system. Ten years ago, commercial mainframe systems were available and automating was possible for many large libraries. Since then, integrated library systems have become available on minicomputers, and within the last five years, many library functions have become available on microcomputer systems. Rapid advances continue to be made in providing increased processing power and storage capacity at lower costs, in more sophisticated programming, and in improved telecommunications.

In the beginning of library automation, as in the adoption of any new technology, each library and each commercial system developed its own way of doing things. This made it extremely difficult to move information between libraries or between systems. There are now national and international standards for machine-readable library files. Standards are being developed for hardware and software that, if adhered to, will make it much easier in the future to communicate between libraries. One of the goals of Project Leadership is to compile standards for machine-readable records, software, and hardware. By following these standards, Texas libraries will increase their ability to network at the least cost in the future.

Conservation of Capital Investments

The third tenet of the Automation and Resource Sharing Plan is to help Texas libraries ensure that capital investments made in automated files will retain their value as libraries move to newer or larger automated systems. The cost of automating manual bibliographic files is often almost as much as hardware and software costs for large libraries, and much more than the hardware and software for small ones. Hardware and software wear out and become obsolete or inadequate as the library grows. A bibliographic record can last as long as the title is in the collection, if the record is in a form that can be moved from system to system. Project Leadership identifies standards for automated systems and their files that will help ensure that the effort invested in producing machine-readable records will not have to be duplicated in the future.

Automation and Resource Sharing Policy

In general, the Texas State Library's highest priority in funding library automation is funding for projects that contribute to resource sharing. The amount available for automation funding is small compared to the amount necessary to automate the state's libraries. Therefore, we have chosen to concentrate funding in an area where results will be easily identifiable.

The first level of local reciprocal borrowing is non-automated (Project Neighbor), and the third level of resource sharing (Projects Build, List, TexNet, and Loan) is in place and funded on a continuing basis. Therefore, State Library automation funding will be concentrated on automation projects at the second level, in which each participating library makes its materials directly available to users of the other participating libraries. The specific policies for each resource sharing project are found in the individual project descriptions which follow, and the grant guidelines for each program, which are included in the Texas State Library *Annual Program*.

Level of Resource Sharing	Implementation
1	Project Neighbor Systems
2	Project Leadership Project Partners Systems
3	Project TexNet Project Build Project List Project Loan

The Library Development Division's largest grant program, the System Operations Grants for the Major Resource Systems serving local public libraries, include automation and resource sharing projects among their wide variety of activities. With the approval of the State Library, systems design a wide range of projects to meet their two major responsibilities, promoting cooperation among local libraries and improving local public library service. The automation and resource sharing activities of the systems include:

Assistance to Individual Libraries. Systems provide varying levels of assistance to individual libraries' automation efforts, which will be included under the Project Leadership Technical Standards when they take effect. Systems may require reciprocal borrowing or other resource sharing for local libraries to obtain assistance. Systems may also devise reimbursement programs for reciprocal borrowing under Project Neighbor.

Union Catalog Projects. Libraries participating in union catalog projects funded by systems will be required to share resources. This might include local interlibrary loan, sharing bibliographic records for cataloging, and reciprocal borrowing.

Current Cataloging. Systems may assist member libraries with projects that provide current cataloging in conformance with Project Leadership Standards. When a system provides this service, the system long range automation plan must address the issues of storage and maintenance of the records. Systems may fund retrospective conversion only when there are plans to use the records in an automated system in the immediate future.

Microcomputer Assistance. Many systems purchase microcomputers and software for member libraries. They also provide consulting, workshops, and hands-on training to assist local libraries. In general, system support for these activities does not require resource sharing. However, some microcomputer applications will come under Project Leadership.

GOAL

The goal for resource sharing in Texas is:

> **To improve delivery of materials and information to library users by supporting and encouraging libraries to share resources.**

This is Goal 2 of "Statewide Goals for Library Services" as stated in the *Long Range Plan for Statewide Library Development, 1990-1993*.

OBJECTIVES

The objectives and need for the projects in this Automation and Resource Sharing Plan are also identified as part of this goal in Chapters 3 and 4 of the *Long Range Plan for Statewide Library Development*. Each of the projects described in this plan contributes to the achievement of one or more of these objectives.

Objective 2.1: To provide interlibrary loan services and answers to informational inquiries through a network of public, academic, and special libraries.

Task 2.11 Increase interlibrary loan requests filled by TexNet.

1990	1991	1992	1993
193,000	202,000	230,000	240,000

Task 2.12 Monitor and evaluate the cost-effectiveness of interlibrary loan services. Meet with the staff of each interlibrary loan center at least once each year.

Task 2.13 Investigate the use and incorporation of new technologies; conduct studies and pilot projects; and write reports as necessary.

Objective 2.2: To provide statewide information about the location of library materials in Texas through the creation and expansion of bibliographic databases.

Task 2.21 Add bibliographic records (FTU's, reclassifications, updates, original inputs) of the interlibrary loan centers to the OCLC database at the rate of 60,000 per year.

Task 2.22 Maintain a statewide union list of serials using the OCLC union listing capability. Smaller union list groups and individual libraries may be profiled into this statewide union list and may receive financial assistance in adding their holdings to this database. The number of locations (summary holdings statements) shown on the union list will be:

1990	1991	1992	1993
571,000	575,000	580,000	585,000

Task 2.23 Distribute at least one copy of the union list to participating libraries annually for use as an interlibrary loan location tool.

Task 2.24 Encourage public, academic, and other libraries to submit Title III grant applications to add their holdings to the statewide union list.

Objective 2.3: To encourage public libraries to loan materials without charge to the borrower through the formation of reciprocal borrowing agreements and city-county contracts.

Task 2.31 Achieve 7,000 system-supported reciprocal borrowing transactions annually.

Task 2.32 Monitor the number of reciprocal borrowing agreements formally established between nearby libraries under Project Neighbor of the "Automation and Resource Sharing Plan."

Task 2.33 Achieve a participation rate of 15 percent of Texas public libraries in Project Neighbor.

Objective 2.4: To facilitate reciprocal borrowing by encouraging shared integrated automated systems.

Task 2.41 Award LSCA Title I matching grants totaling from $200,000 to $500,000 annually for public libraries to purchase shared automated library systems, or to link existing automated systems.

Objective 2.5: To encourage provision of regional and local cooperative services for meeting common user needs through joint planning, informal cooperation, and contractual arrangements among public, academic, school, and special libraries.

Task 2.51 Award LSCA Title III grants totaling from $200,000 to $400,000 annually to conduct demonstration and cooperative projects among public, academic, school, and special libraries.

Task 2.52 Achieve 5,755 system-supported interlibrary loan transactions (reference referral and lateral interlibrary loan) annually.

OVERVIEW

This summary is designed to give the reader a brief and quick overview of the Texas State Library's Automation and Resource Sharing Plan for 1990-1993. Please consult the individual project descriptions which follow for specific details.

Project Neighbor	Nearby local libraries will enter into optional agreements with each other to allow their patrons free direct borrowing from all their collections.
Project Leadership	The State Library has proposed standards for adoption for Texas library automation and resource sharing projects which are funded by state or federal grants. The standards will be optional for those projects paid for with local funds. The standards may be found in Appendix A1.
Project Partners	Grants will be given to both multitype and public library cooperatives to assist them in automating their libraries for enhanced resource sharing. These matching funds could be used to expand or purchase a shared automated library system or to link separate, standalone systems.
Project Build	Funds will continue to be provided to build the database of Texas library holdings on OCLC. This database will continue to serve as the primary location tool for the state's interlibrary loan network.
Project List	The current Texas Union List of Serials (UTXL) will be maintained and enhanced. This database provides convenient access to information about the periodical holdings of the major public and academic libraries.
Project TexNet	The TexNet interlibrary loan network will continue to provide interlibrary lending services through agreements with the major Texas public libraries.
Project Loan	The current method of reimbursing Texas libraries for lending materials to the state interlibrary loan network will be maintained and modestly expanded.

PROJECT NEIGHBOR

COMMENTARY

The basic premise for Project Neighbor is that the best way to provide the typical library user access to materials not owned by their host library is to allow them to have free and direct borrowing privileges in the other libraries in their community. This type of access is often referred to as "direct borrowing" or "reciprocal borrowing."

By enabling the patrons to fully use the materials in nearby libraries, a number of benefits will occur:

* the materials can be obtained as quickly as the patron is willing to go get them; under the current resource sharing system, the patrons must wait until their library sends their request, the lending library responds affirmatively, the post office delivers the item and the host library notifies them that it can be picked up;

* there is less need to have union catalogs of libraries' holdings, although these can be helpful to the patron; while it is vital to know what libraries own under many resource sharing systems, it is very expensive to build these types of union catalogs and this cost can be avoided when the patrons can go get the materials close by;

* there is less need for a powerful, computerized communication system; while other resource sharing systems require these types of expensive communication systems to handle the large volume of interlibrary loan requests, all that is necessary in a local community is the ability to telephone the neighboring library to check on the availability of an item.

In its July 1986 report, the Texas Library Association Planning Committee strongly recommended the following objective as one of a number designed to reach their primary, overall goal of meeting the library needs of Texas residents:

> Goal 1 - Objective B:
>
> "[The Texas Library Association should] promote the development of statewide reciprocal borrowing by conducting a study designed to identify the level at which such a procedure could be effectively implemented."

Although the Texas State Library and Archives Commission may endorse this type of approach, this resource sharing plan does not go quite as far as the TLA plan does. There are two reasons for this. First, the State Library believes that it is more likely that a patron will want to be able to borrow directly from a nearby library than to borrow from a more distant one. Second, the State Library staff has recommended the implementation and funding of reciprocal borrowing projects a number of times in the past decade and these proposals have been actively opposed and defeated by Texas public librarians. It is the staff's belief that a statewide direct borrowing system might be better built if it is based upon a strong foundation of locally developed and operated agreements.

DESCRIPTION The fundamental plan for Project Neighbor is simply that local libraries will enter into agreements to serve each other's patrons directly. It is entirely optional for any library to participate in such an agreement.

It is expected that the libraries that enter into such an agreement will be within easy driving distance of each other. This will probably mean that they are no more than 40 miles apart, since it is unlikely that patrons would drive further than that.

The libraries that enter into such agreements with each other can be all of the same type (e.g., all public libraries) or they could be of different types (e.g., three public, one school, two academic and two special libraries).

It would be up to each community to determine whether or not participating libraries would be reimbursed. In many cases it is likely that the libraries would agree not to seek reimbursement. In other cases, they will agree to reimburse each other from their library budgets at an agreed upon rate. In still other cases, the libraries might seek to be reimbursed by the Major Resource System, if their system offers such a program. These reimbursements will be between the libraries involved and will not be charges which the patron is expected to pay. The patron would not be charged for using the library or checking out materials.

The Texas State Library's role in Project Neighbor will be to encourage the development of these direct borrowing agreements among libraries, offering workshops and training on the subject and providing suggested or sample agreements which can serve as guides.

The Major Resource Systems can, at their own choosing, provide additional assistance to the libraries in their regions. This assistance could be in the form of developmental consulting or it could involve providing the funds which will reimburse the local libraries. It will be up to each system, using its own decision making structure, to determine how it wants to help.

TIMELINE Any library can participate whenever it chooses to do so. Some Texas libraries already have formal and informal agreements with each other. The consulting and training activities conducted by the State Library began in mid-1989. The project will be ongoing, without a termination date.

PROJECT LEADERSHIP

COMMENTARY

Under Project Leadership, the Texas State Library has developed a set of standards for Texas library automation projects to follow. These standards provide a consistent approach for future resource sharing and will help assure local libraries that they can transport their databases to future technologies with the minimum possible cost.

It is important that certain key elements be standardized to enable Texas libraries to exchange information with each other in both online and offline environments. Although Texas libraries can automate without adhering to any standards, there will be situations in the future which could penalize libraries that automate without regard to the accepted bibliographic or communication standards.

DESCRIPTION

Project Leadership involves the establishment of two types of standards: 1) technical standards which address the issues of compatibility, accessibility, and exchangeability of data in an automated environment, and (2) resource sharing standards which discuss access to the library's collection by other libraries and patrons in both automated and non-automated situations.

For the technical standards, the staff of the Texas State Library, has obtained the advice of Texas librarians who have technical automation expertise. The standards can be found in Appendix A1.

Examples of technical automation areas covered by the standards are: the types of machine readable records which libraries should be acquiring, the need for unique numeric identifiers in the records, the cataloging standards which should be followed in creating the records, the symbology and format of bar coded labels, and the ability of an automated system to communicate and share data with other automated library systems (e.g., having access to telecommunication ports and the capability of the software to interface with other computers using the Standard Network Interface [SNI]).

Automation projects funded by state or federal funds through the State Library will be required to meet the Project Leadership standards.

The standards will be optional for those libraries which are automating with local or private funding. However, by following the standards, these libraries can be more confident that their system could be integrated into any future state resource sharing communication system. They can also be more assured that their machine readable database, an asset which represents a large investment in time and money, will be able to be moved to a new automated system when their current one becomes too small or technically obsolete.

The resource sharing standards will be embodied in a Texas Resource Sharing Code which will be structured like other interlibrary loan codes. This code will identify the responsibilities of the lending and borrowing libraries, as well as the conditions under which a library must make its collection available to other libraries. The code will be modeled after the AMIGOS Interlibrary Loan Code which has encouraged free lending among the OCLC member libraries in the five state region for about ten years. Libraries which receive funds for resource sharing through the Texas State Library will be required to follow the code. Others will be encouraged to follow the code voluntarily.

TIMELINE

Drafts of the standards were sent to a wide range of Texas librarians and automation vendors for their suggestions, comments and support. Public hearings were held at the Texas Library Association Annual Conferences in 1989 and 1990. The standards will be presented to the LSCA Advisory Council for adoption in May 1990. They will apply to Major Resource Systems grants beginning in FY 1992, and to all other grants in FY 1991.

Once adopted, the standards will be revised periodically as changes in technology, national standards, and development within the state necessitate.

PROJECT PARTNERS

COMMENTARY

The basic premise of Project Partners is that the highest volume of resource sharing will occur when the following conditions are in place:

(1) patrons have free access to the collections of other libraries;

(2) these libraries are within easy driving distance;

(3) these nearby libraries share the same automated library system or, alternatively, the stand-alone automated library systems in the libraries are linked together and capable of full online interaction; in these ways, a patron can easily determine that another library owns a particular item and whether or not it is available for checkout.

According to a number of studies, the primary method of resource sharing, interlibrary loan, generally comprises much less than one percent of the total circulation of a public library. Studies have found that it usually only amounts to between .2% and .8% of all public library circulations in a state (.26% in Texas in 1986).

It is recognized that interlibrary loan is an extremely valuable service to the patrons who have a great need for it. However, it is also recognized that the number of people who are aware of the interlibrary loan service and are interested in using it is quite small in comparison to the number of "regular" library users.

However, studies also show that when library patrons can perform a computerized search of another library from their host library, they are much more willing to place a request for a title that is shown to be available somewhere nearby. When this level of knowledge and service is available, the number of resource sharing requests can be as high as seven to ten percent of total circulation.

The first two conditions mentioned above will be put into place through the reciprocal direct borrowing agreements created under Project Neighbor.

The role of Project Partners is to provide supplemental funding assistance to facilitate interlibrary resource sharing. It is an obvious fact that automated library systems, whether single library stand-alone systems or multi-library shared systems, are very expensive to purchase and maintain. It is also clear that the greatest benefits of such automation projects will primarily accrue directly to the specific libraries and their patrons, rather than to any sort of resource sharing service. Therefore, the large cost of automation projects can not be justified by the volume of resource sharing business, since any interlibrary sharing activity will be such a small portion of the total.

Fundamentally, it is important to recognize that while the State Library is interested in promoting this type of resource sharing, it can only be feasible in those libraries that are able to fund the majority of the cost from local public or private funds. The state's role is to provide matching funds to those Project Neighbor libraries that desire to share resources in an automated environment. In this way, additional funding of modest proportions can be directed to aid local communities in providing a higher level of service to other libraries' patrons.

Depending on the individual circumstances in each community, it may not be appropriate or timely to consider a shared automated library system. Project Partners funding also allows public libraries which already own separate, stand-alone automated library systems to apply for funds to acquire the technology to link their computers together. Although this level of technology is not yet available in the marketplace in a standardized form, there is much work being done currently to develop such a capability. Therefore, the initial plans for Project Partners have been structured to permit this to occur when the technology catches up with the vision.

DESCRIPTION

The basic plan for Project Partners is to provide matching grants of federal funds to nearby local libraries to purchase and operate an integrated automated library system; this might involve either the purchase of a new automated system or the expansion of an existing system. It also provides grants to link separate computer systems when the marketplace can provide a standardized linkages which meet the requirements of Project Leadership.

Specific grant guidelines can be found in the LSCA Annual Program. A "point system" will be used to rank the applications which are received and those with the highest points will be funded.

Some of the basic requirements for a matching automation grant are:

- participating libraries must have a Project Neighbor agreement among themselves
- the grant will provide funds to match local funding up to $100,000
- participating libraries must have individual five year automation plans, as well as a five year plan for the project

- the libraries' governing authorities must sign formal agreements with each other committing sufficient resources to maintain, operate and staff the automated system for five years, according to the cost study

- the system must be procured in an open fashion, in conformance with state and local law

- the system will conform to the standards established in Project Leadership

- the system must have sufficient functional capabilities so that the patron can search the database, determine the location and availability of the desired material and initiate a request or hold for this material

- those libraries which already have their own automated library system and wish to link it to the automated library system owned by a neighboring library must obtain the necessary permissions and cooperation of their automation vendor to conform to the standards established in Project Leadership.

The Texas State Library will provide consulting assistance to projects during the planning and procurement phases. Such consulting assistance is currently offered to Texas libraries and would be also be available to Project Partners cooperatives.

In FY 1991, $100,00 to $200,000 of LSCA Title I funds will be budgeted to provide the matching funds to shared public library automation projects. Projects involving other types of libraries will be eligible to apply for Title III funding for their matching funds. This distinction between these types of projects is necessary because of the federal requirements for these monies.

The Major Resource Systems can, at their own choosing, provide additional assistance to the libraries in their regions. This assistance could be in the form of consulting or training. It could also involve providing additional funds to public library cooperatives. It will be up to each system, using their own decision making structure to determine how it wants to help.

Efforts will be made to enable a Project Partners cooperative to receive its matching funds over a two year period, if that is necessary.

While the emphasis of the grants is to buy a portion of the computer hardware and software, funds can also be used for retrospective conversion and other tasks necessary to build the machine readable database. The costs of any consultants or staffing or remodeling would be paid from local funds.

TIMELINE

Project Partners cooperatives which are organized with different types of libraries, are already eligible to receive a grant (Title III) to purchase a shared automated library system or to link existing separate computer systems.

The Texas State Library has already funded a number of these shared automation projects over the past ten years (in Victoria, Plano, Amarillo, Grayson County and El Paso). However, these projects are not under the requirements outlined above because they received their funding previously. The requirements have been incorporated into the Title III grant guidelines for awards made in 1991.

Project Partners cooperatives which are composed of public libraries were eligible to receive Title I grants beginning in 1990.

While no termination date has been set for Project Partners funding, it can be expected to be available for about ten years, depending upon (1) the continuation of federal funding, and (2) the continued technological viability of this approach.

PROJECT BUILD

COMMENTARY

The goal of Project Build is to continue building the database showing the holdings of the Texas public libraries which serve as Interlibrary Loan Centers.

Once the nearby library collections available to the patron under Project Neighbor and Project Partners have been searched and the needed material is still not located, the interlibrary loan component of a resource sharing plan must be utilized. This allows the host library to obtain the materials from a more distant library.

For those libraries that can not participate in Project Neighbor and Project Partners because of fiscal, political or geographic reasons, interlibrary loan is the only link their patrons have to the vast collections housed in other libraries.

In order for interlibrary loan to be a reasonably speedy and cost effective service, databases must be available which show the locations of the desired material. Without the knowledge that the book or journal is held by a specific library, the librarian must send the borrowing requests "blind." This results in a great deal of work with a lower probability of success.

For over twelve years, the major public and academic libraries in Texas have used the OCLC database for cataloging and as a means to show other libraries what they own. In March 1985, this database contained almost 14 million holdings for the 164 Texas libraries that catalog on the system; additional holdings have been added since that time. In addition, there are a number of Texas libraries that have entered serials holding information into the database, but do not use the system for cataloging.

This database is the backbone of the Texas interlibrary loan network, especially since OCLC also provides the communication mechanism to transmit the requests and the responses, as well as containing the holdings information for the major library collections.

In order to guarantee that the holdings of Texas public libraries are included in this database, the State Library has funded the Interlibrary Loan Center Bibliographic Network Project for about ten years. This project (often called "BibNet") paid some of the costs for the ten public library Interlibrary Loan Centers to catalog their materials on the OCLC system. Project Build carries on this reimbursement in a manner which is designed to ensure that the vital information about Texas public library holdings is available statewide and nationally on OCLC.

DESCRIPTION Project Build provides funds to reimburse the major Texas public libraries for the cost of adding their cataloging records to the OCLC database. This is a continuation of the Interlibrary Loan Center Bibliographic Network Project, or "BibNet."

From 1978 to 1986, the State Library budgeted $204,000 to pay AMIGOS for the cataloging costs of the ten public library Interlibrary Loan Centers. Beginning in 1987, half of the funds were set aside to pay the cost of tapeloading onto OCLC the bibliographic records which these libraries had obtained elsewhere. This approach will continue from 1988 onward.

There has been a change from paying the cataloging costs to reimbursing only the incremental costs for tapeloading the records onto the database. The reason for this change is that the State Library did not want to restrict the participating libraries to OCLC cataloging. With many more sources of high quality bibliographic records available to them, the participating libraries can choose the vendor which provides them with the best service at the lowest cost, without necessarily being bound to OCLC for cataloging. The State Library's role is to ensure that these non-OCLC records are added to the database. Therefore, we will either pay the cost of tapeloading or will reimburse the libraries at the tapeloading rate for choosing OCLC as their cataloging vendor.

In this process of building an online database of Texas library holdings, we are also creating the capability of producing an offline database. The records created by cataloging on OCLC are saved to computer tape. The tapes of any number of libraries could be merged together and, with additional processing, be used to create a combined catalog on microfilm, microfiche, compact disk, laser disk, or on another online system.

Since a number of other states have created statewide databases using the new laser technology, the Texas State Library has studied this as an option. For the present time, we do not plan to develop such an offline database for the following reasons:

- tape processing costs: Texas libraries own so many items that there would be a significant cost to process all the tapes. The tapes would, at minimum, require both deduplication and merging. It would also be important to "flip" them to AACR2 cataloging and to do authority control.

- mastering costs: Once all the records have been processed, the next step is to master these onto the microfiche, compact disk or whatever medium was selected. For a database of this size (estimated at over 5 million records after dedupping and merging), the current technology does not provide a suitable format, even with the recent advances in low cost storage. A microfiche database would contain thousands of separate fiche. A single compact disk can hold about 650,000 records and a 12 inch laser disk holds about a million. The costs for mastering such disks (about $10,000 currently) would be incurred for each of the separate disks required.

- equipment costs: In order to search the compact or laser disk, each library would have to own a microcomputer; this micro would have to be set up in a convenient place for the interlibrary loan librarian or the patrons to use and it would have to be available at convenient times. While more and more Texas public libraries are getting this equipment, there are still a large number that do not have it. In addition to the basic micro, the library would have to own a disk drive for that particular disk format; very few, if any Texas public or academic libraries have this equipment now. With the database taking up more than one disk, it would be much more convenient to have multiple disk drives, although it would not be absolutely necessary. The costs for all this equipment could easily total over $7,500 for each complete unit; large libraries could also need a number of units, for the multiple branch locations.

- communication system: If a library were to have the necessary equipment and the state database on compact or laser disk, it would only enable them to search and locate the items that their patrons want. They would then need to go to a communication system to transmit the request to the possible lending libraries. Of course, all the lending libraries would have to be connected to this same communication system. It would be important for the communication system to also provide management, storage and statistical functions as well as the ability simply to transmit and receive messages. Such systems are available to use with databases on compact or laser disk, but they require still more additional equipment and use costs.

- redundancy / duplication of effort: The current resource sharing system (see Project TexNet) is based on the OCLC system; this is available to about 165 Texas libraries and offers them an online database as well as a full function communication system. Without a significant savings in cost, it does not appear wise to produce an offline database and construct another communication system to provide a lower level of service than is available through the OCLC system. Using the OCLC system has the added advantage of being a resource sharing network based upon a service that a large number of Texas libraries are buying on their own to prepare their cataloging. Thus, the resource sharing component is able to piggyback on an activity that local libraries have acquired on their own, to meet their primary local needs. Considering the relatively low level of interlibrary lending compared with total circulation, the State Library thinks it is more appropriate to use an existing network, such as OCLC, than to spend larger amounts to create an alternative system.

TIMELINE

Project Build is an ongoing program of the State Library. From FY 1988 on, $35,000 in federal funds will be budgeted. There is no anticipated termination date because it is important to keep building the database of Texas library holdings for resource sharing purposes.

PROJECT LIST

COMMENTARY

Access to journal articles is a very important aspect to any interlibrary loan program, especially for academic and special libraries.

More information needs to be known about a library's serial holdings than is needed about its monographs. A great deal of time and money is wasted if libraries try to obtain photocopies of articles from libraries that do not have the particular journal issue that contains the desired article.

The generally accepted solution to this problem is to develop a union list of serials which shows the combined holdings of the participating libraries. Local or regional union lists are valuable when the patron can determine that a nearby library owns the title and issue that is being sought. Statewide lists are valuable when the librarian is searching for material to obtain on interlibrary loan.

In its July 1986 report, the Texas Library Association Planning Committee strongly recommended the following objective as one of a number designed to reach their primary, overall goal of meeting the library needs of Texas residents:

> Goal 1 - Objective A:
>
> "[The Texas Library Association should] promote the development of an online, statewide union list of serials through the appointment of a task force or the awarding of a research grant."

The Texas Union List of Serials (UTXL) is a statewide union list maintained on the OCLC database and produced on microfiche. It was created in 1985 using the OCLC serials sybsystem. As of June 1989, the microfiche showed almost 103,800 titles held by 98 participating Texas public, academic and special libraries; over 583,500 locations were listed. It is the only statewide union list of serials being maintained currently.

DESCRIPTION

Project List is a continuation of the Texas Union List of Serials (UTXL). Although the primary purpose of the project is to support the interlibrary borrowing of periodical photocopies, there are a number of potential corollary benefits which could accrue to libraries if they desired. These include having information about other libraries' holdings when making decisions about purchasing or terminating serial titles. These lists are quite helpful between Project Neighbor participants when patrons wish to travel to a nearby library to get the material directly.

The UTXL union list can be searched online by any OCLC member library in the state or nation. Annually, a microfiche copy of the list is produced; one free microfiche edition is given to UTXL member libraries and other libraries can purchase it (for $65 in 1987).

Groups of libraries can apply for a Title III grant to pay for the staff, equipment and data entry costs to create a regional union list and add their records to UTXL at the same time.

TIMELINE

In accordance with the original design of the UTXL, funding for 1990 and beyond will be set at a maintenance level of about $20,000.

Project TexNet

COMMENTARY

The cornerstone of the Texas State Library Automation and Resource Sharing Plan has been, and will continue to be, a strong and effective interlibrary loan network.

The plans and goals of Project Neighbor and Project Partners are valid as initial starting places to fill a patron's information needs. However, if the material is not available in the patron's community, then the library must be able to obtain the material through an interlibrary loan network capable of accessing distant libraries across the state and nation. For example, over 17 percent of the loans on the state interlibrary loan network involved out-of-state libraries in 1986. Also, the ten Referral Centers could fill only 43 percent of the requests from their region.

It is very important to recognize that there will continue to be the need to send requests outside of the limited area of local library cooperatives. In 1986, only 43 percent of all requests on the state network were filled by all Texas public libraries; other types of libraries filled another 33 percent of the requests. Since these figures represent the materials obtained from across the state and nation, they indicate the vital importance of having an interlibrary loan communication network and database which will reach far beyond the local community.

The Texas State Library plans to continue funding an interlibrary loan network capable of easily sending and receiving requests to distant libraries, even in the long term future. The State Library will also continue funding a program for those Texas libraries which are too small, isolated, or without funds to obtain their own access to this network.

While the future interlibrary loan network is being called Project TexNet, it is the same program as the Texas State Library Communications Network (or TSLCN). About twenty years ago, the State Library instituted the Texas State Library Communications Network to enable the rapid and efficient relaying of interlibrary loan messages among Texas libraries.

An obvious prerequisite to an efficient and effective resource sharing program is the need for a communication system to enable participating libraries to transmit requests and responses to each other. Without a standardized communication network, participating libraries would be burdened with the need to purchase additional equipment and to train staff in the various operating systems. In addition, if the communication system is not linked to the bibliographic database showing the libraries' holdings, some way must be found to avoid the labor-intensive task of entering the bibliographic information into the communications system.

To address this problem, the TSLCN adopted the OCLC Interlibrary Loan Subsystem as its communications system in 1979. About the same time, major Texas academic libraries also began using this subsystem to exchange information about interlibrary lending.

The OCLC Interlibrary Loan subsystem offers numerous beneficial features:

1) the ability to search the entire OCLC database of about 14 million records to locate and, hence, verify the necessary bibliographic information; online union lists of serials are also available; this means that almost no other verification/location tools need to be purchased or used by borrowing libraries;

2) the ability to load this bibliographic data into the communications workform automatically;

3) the ability to query five libraries sequentially with each request;

4) the ability to request and respond to circumstances as they arise (e.g., renewals, loans at a future date, non-delivery of materials);

5) the ability to print incoming requests easily in a batch mode, to load locally defined data such as addresses automatically, and to save keystrokes by using the new microcomputer terminals;

6) the ability to store and search library lending policies online;

7) the ability to obtain detailed, monthly statistical reports of lending and borrowing by institution;

8) the availability of detailed documentation and ongoing training.

In spite of its numerous benefits, the OCLC system is not without certain problems:

1) although the system provides information about the holdings of many libraries, there is no indication of whether a particular item is actually available for loan in a particular library;

2) since some libraries are not diligent about updating their holdings information, the database contains inaccurate or out-of-date information;

3) the system is complex and requires extensive training and retraining of staff; it cannot be thought of as a "user-friendly" system;

4) because the cost of participation in and use of the system is not inexpensive, many small libraries cannot afford membership; this means that (a) their holdings are not known and thus not available for loan and (b) staff must be placed in TSLCN Referral Centers to handle the requests for the nonmembers;

5) because of the major changes which are occurring in the telecommunications industry, there is the potential for dramatic increases in the costs and the possibility for disruption of services; however, this problem would be an even larger concern if we were utilizing a non-OCLC based communication system; because of the size of their telecommunication network, OCLC, Inc. can bring to bear greater political clout and technical expertise than would otherwise probably be available.

DESCRIPTION

Project TexNet is the system of contracts and policies by which public libraries, and to a lesser degree academic and special libraries, receive interlibrary loan and referral services.

In TexNet, there are three types of participants:

(1) Referral Centers:
the State Library negotiates with major libraries to fund the staff, fringe benefits, operating expenses and indirect costs required to fill or refer the interlibrary loan requests; currently, ten public libraries located across the state are selected by the Library and Archives Commission to serve this role. The other criteria for participation are in the contract which specifies the policies and procedures these Centers must follow.

(2) Service Area Libraries:
these are the public, academic, and special libraries in a Referral Center's service area which use that Center to fill or refer their interlibrary loan requests. According to a 1978 policy of the Texas State Library and Archives Commission, any public, academic, or special library may send requests to their Referral Center.

(3) Other Libraries:
these are the academic and other libraries that fill the requests sent to them by the Referral Centers. The only requirement for their participation is that they have OCLC membership and that they agree to loan without charge.(See Project Loan for details on the reimbursement of these libraries for providing net loans)

Local public, special and academic libraries are able to place a toll free telephone call to their designated Interlibrary Loan Referral Center and request books or photocopies needed by their patrons. The requests can be for known items or can be phrased as a subject inquiry. If the material is owned by one of these ten Centers, it will be loaned directly; if the material is not owned, they will use the OCLC Interlibrary Loan Subsystem to refer the request to another library.

During FY91, FY92, and FY93 pilot projects will be conducted in several consorita with a shared catalog, to provide direct interlibrary loans among member libraries. Libraries participating in these pilot projects will search their union catalog and if locations are found will submit requests to the holding libraries, rather than routing requests through the interlibrary loan referral center. If the materials are not available through a consortium member library, the request will be submitted to the referral center to be processed as usual. Libraries participating in the pilot projects will be reimbursed at a fixed rate per net loan.

TIMELINE

There is a well-established timeline for funding and operating the TexNet interlibrary loan network. During the Spring of each year, the budgets for each Center and the network as a whole are set for the following fiscal year.

The funding of an interlibrary loan network structure which allows distant libraries to send and receive requests is seen as a permanent part of the State Library's Automation and Resource Sharing Plan.

PROJECT LOAN

COMMENTARY Project Loan is the embodiment of a current procedure, previously part of the TSLCN program.

Since 1982, the Texas State Library has entered into contracts with Texas academic libraries to reimburse them for the loans they made to Texas libraries through TSLCN.

These contracts were started when the volume of interlibrary loan requests over OCLC from TSLCN to academic libraries began to have a significant impact on the staff and collections in these libraries. It was also a time when the costs of providing interlibrary loan service were rising rapidly, primarily due to the high inflationary increases of salary and operating costs.

Since 1984, these academic libraries have been reimbursed only for the actual net loans that they made over OCLC to the requests sent by the TSLCN referral centers. The reimbursement rate is $4.00.

This reimbursement has been very valuable in keeping free and open access to the major academic collections open in Texas. As mentioned previously, the state has also been fortunate in having so many libraries which abide by the liberal AMIGOS Interlibrary Loan Code.

During the period that this reimbursement has been given, the predominant trend in other states has been for public and private universities to impose stiff fees on incoming interlibrary loan requests. These fees generally range from a minimum of $5.00 to over $20.00; some libraries even impose charges when they cannot fill the request.

Most Texas academic libraries have not imposed such fees. The few that do charge fees usually limit the charge to requests coming directly from corporate special libraries. There is only one known university library that seeks to collect lending fees from most other Texas libraries.

Generally speaking, it is much better to have as many libraries as possible in one's list of possible lenders. There are two advantages to this: (a) there will be a greater likelihood of finding the desired title in the database, since each library could have materials that are unique, and (b) there will be more choices of locations to enter into the lender string and this could enable the materials to be delivered faster, without placing a heavier burden on the largest, most used institutions. Therefore, the approach taken by Project Loan is to encourage the many Texas libraries that are on OCLC to be responsive to our Project TexNet interlibrary loan requests.

DESCRIPTION Under Project Loan, the method of reimbursing academic libraries for their net loans to Texas libraries through Project TexNet is continued, and will be modestly expanded.

Each summer, the State Library analyzes the volume of interlibrary loan traffic among the contracting academic libraries and the TSLCH referral centers and estimates the total number of net loans for each of the academic libraries. This estimate is used to prepare a contract which is sent in August, to begin in September.

Following the close of a state fiscal year, the State Library computes the actual number of net loans which occurred and prepares a payment voucher, to the maximum specified in the contract. The OCLC monthly statistical reports are used to determine the number of items loaned or borrowed by each library.

The reimbursement rate is set for each biennium at the time the state budget is prepared. For FY90 and FY91, approximately $94,325 and $102,850 are budgeted; these are only estimated budgets which will be modified depending on the lending and borrowing patterns at the time. The actual expenditures generally are 10 to 15 percent less than the budgeted amount.

Project Loan was expanded in FY90 to include all types of Texas libraries. So far, however, only academic libraries have been eligible or willing to participate.

To participate in Project Loan, any Texas library (except for the Referral Centers) must meet the following guidelines:

1. they must be capable of receiving interlibrary loan requests over OCLC;

2. they must agree to attempt to fill all the public, academic and special library requests which are referred by any Project TexNet center;

3. they must request that a reimbursement contract be issued and agree to abide by the minimal state contracting requirements associated with this project; and,

4. there must be a reasonable volume of net lending (approximately 100 net loans annually) to justify the administrative costs of the paperwork and bookkeeping.

In FY91, FY92, and FY93 pilot projects will be conducted in several areas in the state to determine the feasibility of lateral interlibrary loans and the affects of local conditions. Libraries participating in these pilot projects will be reimbursed for net loans at a rate not yet determined. In order to participate in the pilot projects libraries must meet the following guidelines:

1. anticipate a minimum of 50 net loans;

2. sign a reimbursement contract and agree to abide by the minimal state contracting requirements associated with this project;

3. submit requests directly to lending libraries and send materials directly to borrowing libraries;

4. a two-part voucher must be completed by the borrower and lender and submitted to the Texas State Library for each loan.

TIMELINE

Project Loan will continue with the current schedule whereby the total budget is set in the Spring, the actual contract amounts for each participating library are determined in the Summer, the contracts start in September and an annual payment is made by November after the close of the fiscal year.

PROJECT LEADERSHIP AUTOMATION STANDARDS

The standards address a limited number of topics which a library will consider when automating. As a result, they are not suitable by themselves for use in dealing with vendors, but may be included as part of a more comprehensive set of automation specifications drawn up by the local library. Although there are a number of standards which the library must meet, those standards are sufficiently limited in number and scope to allow the library great latitude in meeting local needs.

Use of the word "shall" means that the standard is required; use of the word "should" means that the standard is desirable, but not required. Use of the terms "recommended," or "highly recommended" is an indication of the level of importance attached to the standard.

1.0 APPLICABILITY

1.1 All Texas libraries are encouraged to adhere to these standards voluntarily.

1.2 Library automation projects receiving state or federal grant funds from the Texas State Library shall adhere to these standards, except as provided for in 1.2.1 and 1.2.2.

1.2.1 Projects that use computers for applications that do not create and maintain a bibliographic database are exempt from these standards. Examples of exempt uses include standard office and accounting functions such as word processing, desktop publishing and spreadsheets, and reference materials on CD-ROM or on-line.

1.2.2 Libraries may request exemption from a particular standard by submitting written justification with the grant application. State Library staff will evaluate the request and recommend whether the exemption should be allowed if the project is funded.

1.3 Consulting and continuing education services from the Texas State Library will promote these standards.

2.0 LONG RANGE AUTOMATION PLAN

2.1 All library automation projects shall have a written five-year plan.

2.1.1 Projects involving more than one library shall have a plan for the project as a whole, and an individual plan for each of the participating libraries.

2.1.2 Major resource or regional library systems funding projects to which these standards apply shall have a system long range automation plan. Individual libraries participating in system automation projects shall also have individual plans. The long range plans shall include the topics relevant to the project being considered in Standards 2.2 and 2.3.

2.2 Long range automation plans should include, but not be limited to, needs, goals, objectives, tasks, and benefits; projected collection growth; projected service area growth; number of titles represented by machine readable records; hardware; software; hardware and software support; training support; retrospective bibliographic conversion; project administration and staffing; telecommunications; site preparation (computer room and workstation locations); implementation, including patron and item conversion and labeling; capital and operating costs, including staffing, utilities, and supplies; and timeline.

2.3 In addition to the considerations in Standard 2.2, long range automation plans for projects involving more than one library should include an evaluation of collection sizes, strengths, and overlaps; cost allocation methods; and governance structure of the project.

3.0 CREATING RECORDS

(This standard covers the intellectual content of the record.)

3.1 It is the goal of these standards that access points (headings) for all records conform to the latest edition of the *Anglo-American Cataloguing Rules* (AACR), and that descriptive cataloging for all records conform to the latest edition of AACR, whenever possible, or to a previous national cataloging standard.

3.1.1 The standard for original cataloging shall be the *Anglo-American Cataloguing Rules*, Second Edition, 1988 Revision (AACR2). The minimum level for original descriptive cataloging shall be AACR2, Level I, plus series statement. It is recommended that AACR2, Level II, be used for all original descriptive cataloging. Libraries are encouraged to enhance this standard with the Library of Congress's and the National Library of Medicine's application of AACR2.

3.1.2 It is highly recommended that existing records and those used for copy cataloging which do not meet current or previous national cataloging standards be upgraded to the latest edition of AACR. The minimum level of descriptive cataloging should be AACR2, Level I, plus series statement. Headings in records created under previous cataloging standards should be upgraded to the latest edition of AACR.

3.1.3 Abbreviated records are acceptable for ephemeral materials, materials which are on-order or in-process, materials which are awaiting full cataloging or have a short shelf life, or if the primary purpose is to enhance patron access. Records intended to be permanent in nature should be upgraded, whenever possible, to Standard 3.1.1 or 3.1.2.

3.1.4 It is highly recommended that monograph records added through retrospective conversion projects meet the Association of Research Libraries' *Guidelines for Retrospective Conversion of Bibliographic Records for Monographs*, adopted November 1985.

3.2 Subject headings shall be assigned from any controlled vocabulary subject heading system/thesaurus provided for in *USMARC Format for Bibliographic Data* (Field 600, Second Indicator, pp.2-3), for example: *Library of Congress Subject Headings* (LCSH), *Library of Congress Subject Headings for Children's Literature*, *Sears Subject Headings*, National Library of Medicine's *Medical Subject Headings* (MeSH), *National Agricultural Library Subject Headings*.

3.2.1 It is recommended that libraries use *Library of Congress Subject Headings*, latest edition, if appropriate.

3.3 Holdings statements for serials shall contain the data elements required in *ANSI Serial Holdings Statements* (Z39.44), Level 3 (Summary Level). Libraries may elect to provide more detailed holdings. Display of the holdings information is covered in Standard 6.4.5.

3.4 It is highly recommended that authority control be practiced according to the criteria found in Standard 5.2.

3.5 Local cataloging decisions shall be documented.

4.0 MACHINE READABLE RECORDS

(This standard covers converting the cataloging record to machine readable form.)

4.1 *USMARC Format for Bibliographic Data* shall be the standard for encoding bibliographic data in all formats. Other nationally recognized variations of MARC may also be used, for example, OCLC/MARC or RLIN/MARC.

4.2 It is recommended that records contain one or more of the following numeric identifiers, if available: LCCN, ISBN, ISSN, OCLC record number, Standard Technical Report Number, and Government Printing Office stock number. It is highly recommended that the identifier(s) accurately reflects the bibliographic item held by the library.

4.3 It is recommended that records in shared bibliographic databases show which participating library contributed the record.

4.4 If a system uses an automated authority control subsystem, *USMARC Format for Authority Data* is the standard for encoding authority records.

4.5 Local encoding decisions shall be documented.

5.0 THE BIBLIOGRAPHIC DATABASE

(This standard covers bringing together machine readable records to form a database.)

5.1 Bibliographic Records

5.1.1 All records entering the database shall follow the standards found in "Creating Records" (Standard 3.0), and "Machine Readable Records" (Standard 4.0).

5.1.2 A database used as a local catalog shall include all cataloged holdings, including print and non-print monographs and serials, except as provided for in Standard 5.1.3. Automation projects unable to meet this standard by the end of the grant period may apply for an exemption by supplying a statement of intent to comply with this objective and a reasonable schedule indicating when the objective will be achieved.

5.1.3 Libraries merging records into a union catalog may define the scope of the database. For example, a group of libraries may wish to include only audiovisual, genealogy or technical document records in their union catalog.

5.2 Authority Control

5.2.1 It is highly recommended that the Library of Congress Name Authority file be applied to all records entering the database. The control may be automated or manual. Other name authority files may supplement the LC Name Authority file.

5.2.2 It is highly recommended that subject headings be under authority control appropriate to the controlled vocabulary used. The control may be automated or manual.

5.2.3 If a system uses an automated authority control subsystem, *USMARC Format for Authority Data* shall be used.

5.3 Maintenance

5.3.1 The database shall be maintained to ensure that individual bibliographic records accurately reflect the collection. Generally, additions and deletions to the collection and changes in holdings and locations should be recorded within three (3) months. Generation of off-line products should include additions, deletions and changes current as of three (3) months prior to generation.

6.0 THE SYSTEM

6.1 General

6.1.1 The system shall contain the functions of database creation and maintenance, and circulation or a public access catalog. It is strongly recommended that libraries install multi-purpose systems, with circulation, public access catalog, cataloging, and acquisitions subsystems.

6.1.2 In a multiple terminal installation, the system shall support multiple users accessing the different subsystems at one time.

6.1.3 A shared system shall provide policy and parameter files for individual library members, for example, loan periods, fines, sort options, claim cycles, etc.

6.1.4 Standards 6.4 (The Catalog), 6.5 (Circulation), 6.6 (Linked Systems), 6.8 (Coded Labels), 6.9 (Remote Access), and 7.0 (Optical Media) apply only to systems using these components or having these features.

6.2 Open System Interconnection (OSI)

6.2.1 It is highly recommended that all systems comply with all layers of the International Standard Organization's *Open System Interconnection* (ISO #7498) as standards become available.

6.3 Machine Readable Database

6.3.1 The communications format for accepting and outputting records shall be *USMARC Format for Bibliographic Data*, including *USMARC Specifications for Record Structure, Character Sets, Tapes*, or a nationally recognized variation such as OCLC/MARC or RLIN/MARC.

6.3.2 The system shall accept, store and output the data elements defined in "National Level Record, Minimal Level Record Requirements," Appendix A of *USMARC Format for Bibliographic Data*. It is highly recommended that as many of the data elements as possible from the full MARC record be stored to preserve future options.

6.3.3 The system shall be able to add records by tape, floppy disk, or electronic transfer, or by input from local terminals.

6.3.4 If a system uses an automated authority control subsystem, that subsystem shall accept and output records in *USMARC Format for Authority Data*.

6.3.5 Output records shall be the current version of the record after all updates have been made.

6.3.6 Changes in USMARC formats shall be supported within 18 months of implementation by the Library of Congress.

6.3.7 For CD-ROM catalog projects, input, output, and storage of MARC records need not take place on-site if cataloging or database maintenance services are contracted to another library, consortium, or vendor, as long as the other provisions of Standard 6.3 are met.

6.4 The Catalog

6.4.1 The bibliographic database shall be searchable by personal and corporate authors, titles, series, and subjects. It is recommended that the database also be searchable by local call number, LCCN, ISBN/ISSN, OCLC record number, Standard Technical Report Number, and Government Printing Office stock number.

6.4.2 The system shall provide either Boolean, keyword or browsing searches. It is recommended that all three types of searches be available.

6.4.3 It is recommended that the system be able to narrow searches by the use of language, date and format criteria.

6.4.4 The catalog shall display ownership, location and, except for CD-ROM catalogs, circulation status of monographs and serials.

6.4.5 Holdings statements for serials may be displayed in a format and contain data elements determined by the local library. Content of the holdings statement is covered in Standard 3.3.

6.4.6 It is highly recommended that "see" and "see also" cross references be included in all catalogs. The cross references may be apparent or transparent to the user.

6.5 Circulation

6.5.1 Adequate security for patron and circulation files shall be applied. Personal patron data and current circulation activity shall be restricted to authorized individuals.

6.5.2 The system shall not maintain patron/item linkages beyond those needed for current circulation, fine assessment or resolution, or those needed under very specialized circumstances, for example: control of rare and valuable materials, and service to patrons with special needs.

6.5.3 A unique identification number shall be assigned to each patron record and to each item in the system. It is highly recommended that the number be structured to uniquely identify the local library.

6.5.4 The circulation system shall show ownership, location and availability of individual items.

6.6 Linked Systems

(For the purpose of these standards, a linked system is defined as separate online public access catalogs in different libraries, from either the same or different vendors, which are electronically interfaced.)

6.6.1 Linked systems shall provide access from one system to another through the terminals of the local system.

6.6.2 Linked systems shall allow automatic and user controlled routing of commands from one system to another.

6.6.3 No more than two command languages shall be used for terminal to computer interaction. For example, when three or more different automated systems are linked, there should be a common command language so that patrons need learn no more than the command language of their own library's system and the common language.

6.7 Terminals

6.7.1 Terminals shall support the full 96 ASCII character set. Terminals supporting an expanded character set may be used.

6.7.2 Provision shall be made to substitute for or suppress non-displaying MARC characters.

6.8 Coded Labels

6.8.1 It is highly recommended that systems use CODABAR or Code 39 label formats.

6.9 Remote Access

6.9.1 The system shall not require specific or special terminal characteristics. The system shall support one or more common terminal emulators, for example, VT100, ADM, ADDS.

6.9.2 Asynchronous telecommunications shall be supported at line speeds of 1200 baud or higher in conformance with applicable EIA, CITT, and Bell standards.

6.9.3 The library shall publicize the availability of remote access. Information needed by a patron to gain access shall be made available according to local policy.

7.0 Optical Media

7.1 It is highly recommended for union catalog projects that optical media comply with the standards outlined in the Sony/Philips *Yellow Book* and that the file structure follow "High Sierra" standards.

Appendix B

EVALUATION AND CRITERIA

Application guidelines, evaluation procedures, and reporting requirements for all projects are included in the Annual Program which is reviewed and approved by the Texas State Library and Archives Commission. All evaluation and expenditure reports are cited in the contract which is sent to each subgrantee. Attachment 1 is a copy of the Systems Contract; contracts for other projects are very similar.

Each public library system is required to submit evaluation reports according to the instructions outlined in Attachment 2. The "LSCA Title III Evaluation Outline" and the "Uniform Statistical Report" (Attachment 3), will be submitted by each Title III subgrantee to the State Library semi-annually. Similar evaluation reports are also required of recipients of MURLs, Establishment, Disadvantaged, and Project Partners subgrants. Failure to submit these evaluation reports will result in suspension of the contract.

Attachment 4 is the monthly statistical Standardized Reporting Form distributed to the regional public library systems. Data submitted on these forms provide the State Library with information relating to the number and type of liaison contacts, number and type of materials acquired, number of persons viewing audio-visual materials, and other statistics relevant to administration and evaluation of the systems program.

The attached "General Statistics/Information Report" (Attachment 5) is distributed annually to all public libraries in Texas. The data collected assist the State Library in comparing and evaluating the development of public libraries and determining the fulfillment of the criteria for membership in the Texas Library System.

Included as Attachment 6 is the property inventory form. All nonexpendable property purchased with grant funds and with an acquisition price of more than $300 per unit must be reported. In addition, the disposition report form for property purchased with federal and state funds is included as Attachment 7. Biennially, subgrantees are required to inventory grant purchased property. The guidelines for inventorying equipment and library materials purchased with grant funds are identified as Attachment 8.

Each subgrantee is required to submit quarterly financial reports which are used to monitor the financial progress of the grant and the rate of grant expenditures (Attachment 9). All fiscal and programmatic requirements conform to the "Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments", Office of Management and Budget Circular A-87, and HHS Guide OASC-10.

In addition to staff review of the quarterly financial reports and evaluation reports, the State Library may designate an evaluation team to validate these reports through on-site visitations. The team will review, with the project director and other local participants, the project accomplishments, problems, and management procedures. Written reports are filed with the State Library and subgrantee following each visitation. Summary copies are distributed to other appropriate persons and groups participating in the project. An outline of the questions included on the on-site visitation report is sent prior to the visitation (Attachment 10).

Dissemination of subgrant evaluation reports is accomplished through the Texas State Library's Library Services and Construction Act Annual Report. This document contains copies of all final subgrantee evaluation reports. Copies of the Library Services and Construction Act Annual Report are provided to members of the Library Services and Construction Act Advisory Council, Texas State Library and Archives Commission, Texas State Library Clearinghouse, and to interested parties upon request.

Attachment 1

Contract #

CONTRACT FOR LIBRARY SYSTEMS SERVICES

This Contract and Agreement is entered into by and between the Texas State Library and Archives Commission and the Local Governmental Unit pursuant to the authority granted and in compliance with the provisions of Vernon's Ann. Civ. St. Art. 5446a, the *Library Systems Act*; Vernon's Ann. Civ. St. Art. 5436, *Powers and Duties of the Commission, Director and Librarian*; and Public Law 98-480, the *Library Services and Construction Act*,.

I. CONTRACTING PARTIES:

The Receiving Agency: Texas State Library and Archives Commission

The Performing Agency:

II. STATEMENT OF SERVICES TO BE PERFORMED:

A. The Receiving Agency agrees to make a grant of monies to be used for the purpose of providing services to the Major Resource System as approved in the System's Annual Program of Services for 1991.

B. The Performing Agency agrees to adhere to all regulations cited in the *Rules for Administering the Library Systems Act* and the *Uniform Grant and Contract Management Standards for State Agencies*.

C. The Performing Agency may charge expenditures against this grant only if they conform to the system annual program of services and budget, as approved by the Receiving Agency, and are for reimbursement of expenses incurred or obligated during the grant period. Grant funds may not be encumbered after August 31, 1991. By October 31, 1991, a final Financial Status Report will be submitted to the Receiving Agency and all unexpended funds will be returned or a final request for funds due will be submitted.

D. The Performing Agency agrees to audit all funds received under this contract. Such audit shall be conducted in accordance with Office of Management and Budget Circular A-128, *Audits of State and Local Governments*. The audit will be provided to the Receiving Agency no later than 180 days following the close of the city fiscal year.

An audit report must be provided for each fiscal year in which funds from this grant are expended. For purposes of identification this grant must be designated in the audit report as Contract # .

E. Program income must be added to grant funds received under this contract and reported in the quarterly Financial Status Report.

F. The Performing Agency may not use monies received under this grant to replace local funds during the period of the grant.

G. Any publication or presentation resulting from or primarily related to the work conducted under this contract shall contain the following disclaimer:

> The activity which is the subject of this report was supported in whole or in part by the U.S. Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Education and no official endorsement by the U.S. Department of Education should be inferred.

Promotional materials, bibliographies, and other such short pieces should give the following acknowledgment:

> Published with funds granted by the Texas State Library under the Texas Library Systems Act V.C.S., 5446a and the Library Services and Construction Act, P.L. 98-480.

H. The Performing Agency is free to copyright any books, publications or other materials developed as a result of this grant; however, the Receiving Agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use and to authorize others to use, the work for government purposes.

I. The Performing Agency certifies by this contract that it is in full compliance with the assurances set forth in the Annual Plan for System Service grant application submitted to the Receiving Agency which requested federal and/or state assistance.

J. The Performing Agency agrees to retain all financial and programmatic records, supporting documents, statistical records, and any other records pertinent to this grant for a period of five (5) years. Such records shall be made accessible to the Secretary of Education, the Comptroller General of the United States, the State of Texas, or any of their duly authorized representatives, for the purpose of audits or examinations and to make excerpts or transcripts of any books, documents, papers, and other records of the Performing Agency.

K. The Performing Agency agrees to maintain inventory records of nonexpendable personal property purchased with grant funds having a unit acquisition cost of $300 or more. The Performing Agency will submit a listing of all property purchased with grant funds which cost $300 or more to the Receiving Agency on the Form TSL 51-12, "Property Inventory Record", by October 31, 1991. The Performing Agency agrees to conduct a physical inventory of such property every two years as set forth in the *Uniform Grant and Contract Management Standards for State Agencies*. The Performing Agency further agrees that title to equipment and library materials purchased under this contract and having a unit acquisition cost of $300 or more, shall be vested in the Texas State Library. Title to library materials and equipment, with a unit cost of less than $300 purchased under this contract, shall be vested in the library for which the equipment and library materials were purchased as provided for in the *Rules for Administering the Library Systems Act*.

L. The Performing Agency agrees to secure the specific written approval of the Receiving Agency before obligating or expending grant funds for costs requiring grantor agency approval. The Receiving Agency authorizes the Performing Agency to expend grant funds for the following prior approval costs.

Automatic Data Processing Costs
None

Building and Related Costs
None

Equipment
None

Insurance and Indemnification
None

Professional Services
None

M. The Performing Agency agrees to provide the Receiving Agency with two (2) sets of all promotional materials produced under this contract.

N. The Performing Agency agrees to submit the System Project Evaluation Report Form and the Disadvantaged Services Report Form. The System Project Evaluation Reports are for the periods: (1) September 1, 1990 to February 28, 1991, due March 25, 1991 and (2) March 1, 1991 to August 31, 1991, due September 25, 1991. The Disadvantaged Services Report is for the period September 1, 1990 to August 31, 1991 and is due September 25, 1991.

O. The Performing Agency agrees to submit the Local/System Objectives Report, the Standardized Reporting form, and the Workshop Reporting Form to the Receiving Agency at the end of each quarter.

P. The Performing Agency agrees to submit five (5) Financial Status Reports to the Receiving Agency during the contract period. A Financial Status Report must be submitted for each project funded under this contract.

Q. The Performing Agency will submit the reports required in Sections O and P according to the following schedule:

Reporting Period	Due Date
September 1, 1990 - November 30, 1990	December 31, 1990
December 1, 1990 - February 28, 1991	March 25, 1991
March 1, 1991 - May 31, 1991	June 25, 1991
June 1, 1991 - August 31, 1991	September 25, 1991

A final Financial Status Report will be submitted by October 31, 1991.

R. The Performing Agency agrees to notify the Receiving Agency in writing within seven (7) days of the employment or resignation of professional staff paid in whole or in part with grant funds.

S. The Performing Agency agrees to comply with the terms and conditions of this contract and acknowledges that failure to comply can result in grant suspension. Failure to submit required reports for a prior year grant can result in suspension of this grant. Suspension shall be effective fifteen (15) days after receiving written notification from the Receiving Agency. During the suspension, the Performing Agency shall be reimbursed for those costs which cannot be reasonably avoided provided they are allowable under the grant agreement.

T. The Performing Agency affirms that it has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract. The Performing Agency further affirms that its employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to subagreements.

U. The Contracting Parties may terminate this contract by giving written notice at least thirty (30) days prior to the effective dates of such termination. Termination procedures shall adhere to the provisions of the *Uniform Grant and Contract Management Standards for State Agencies*.

V. The Performing Agency shall administer this grant in accordance with the *Rules for Administering the Library Systems Act* and the *Uniform Grant and Contract Management Standards for State Agencies* which shall be considered a part of this contract.

III. PAYMENT FOR SERVICES:

The Receiving Agency shall pay for services received from federal appropriation items or accounts of the Receiving Agency from which like expenditures would normally be paid, based upon a "Request for Advance or Reimbursement" submitted by the Performing Agency on SF 270. The request will be only for the amount of funds required to meet disbursement needs for a one-month period, but should not be less than $250 per request.

IV. TERM OF CONTRACT:

This Contract is to begin September 1, 1990 and shall terminate August 31,1991.

V. CONTRACT AMOUNT:

The total amount of this contract shall not exceed: $

Source of Funds in this Contract:

V. BASES FOR CALCULATING REIMBURSABLE COSTS

EXPENSE CATEGORY	Adm.	Cnslg	Cont. Edu.	Automation	Video	16MM Films	Coll. Dev.	Publicity	Adult Literacy	TOTAL
Personnel										
Fringe Benefits										
Travel										
Equipment										
Supplies										
Contractual										
Other										
TOTAL DIRECT CHARGES										
Indirect Charges										
TOTAL										

Funds may be transferred among the above projects and expense categories without amending this contract if cumulative transfers do not exceed ten (10) percent of the total budget or the expense category or project is not zero funded. These provisions do not allow the total amount of the contract to be exceeded.

The undersigned Receiving Agency does hereby certify that (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected agencies of state and local governments; (2) the services, supplies or materials contracted for are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest bidder; and (3) the arrangements and payments contracted for are in compliance with the provisions for Programs of the Department of Education, the Rules and Regulations and the General Provisions of the Library Services and Construction Act, P.L. 98-480 and the State Library Plan for operation under the Library Services and Construction Act.

RECEIVING AGENCY	PERFORMING AGENCY
Texas State Library	
By:	By: Signature (Must be an official empowered to enter into contracts)
William D. Gooch Typewritten Name Above	Typewritten or Printed Name Above
Director and Librarian Title	Title
Date	Date
Approved: Fiscal Officer	
Type or print name of local fiscal officer responsible for account into which these funds are to be paid.	Type or print name of individual designated as the person entrusted with the safekeeping of the property acquired with grant funds.
Name of Fiscal Officer	Name of Property Manager
Title (Must be an official of the Performing Agency)	Position of Property Manager
ADDRESS	ADDRESS
TELEPHONE NUMBER	TELEPHONE NUMBER

Attachment 2

TEXAS STATE LIBRARY
LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

William D. Gooch
Director and Librarian

MEMORANDUM

TO: System Coordinators

FROM: Lisa deGruyter, Manager Systems Development

RE: System Evaluation Reports

DATE: September 1, 1990

Attached are the forms you will use to satisfy semiannual and annual reporting requirements to the Texas State Library in SFY 1991. These forms and instructions are designed to provide for more uniform reporting from the ten systems, and to ensure that the information requirements of the Texas State Library and the Department of Education are met.

Two forms are attached to this memo along with instructions for each. One is the System Project Evaluation Report form, one of which is to be prepared for each system project, semiannually and annually. The second is the Disadvantaged Services Report form which is to be submitted annually. Your first Project Evaluation Reports will be due for the first half of SFY 1991 and should be received no later than March 25, 1991. The annual Project Evaluation Reports and Disadvantaged Services Reports, which cover the entire 12 month period, are due on September 25, 1991.

As you know, these reports will be included as a part of the LSCA Report which is sent to the Commission, the LSCA Advisory Council, as well as to the Department of Education. For this reason, we request that your reports be: 1. complete, accurate, and clear; 2. an original document; 3. printed on computer or typewriter with at least a 1 1/2 inch to 2 inch margin on both sides. Any problems in this regard will be referred back to you for remedy.

In addition to the forms and instructions, I have provided two examples of what we would expect in a completed form from you.

As has been our previous practice, we ask that the following items be sent as addenda to your Project Evaluation Reports:

AN EQUAL OPPORTUNITY EMPLOYER

Administration	(512) 463-5460	Information Services	(512) 463-5455
Administrative Services	(512) 463-5474	Library Development	(512) 463-5465
Archives	(512) 463-5480	Local Records	(512) 463-5478
Blind and Physically Handicapped	(512) 463-5458	Records Management	(512) 454-2705
Data Processing	(512) 463-5483	Fax Number	(512) 463-5436

1. Examples of original promotional materials produced with system funds (printed materials, video PSA's, audio PSA's, etc.)

2. One copy of all original media productions produced with system funds (videotapes, filmstrips, etc.)

3. One copy of all interim and final consultant study reports (including those conducted for member libraries with system funds), data processing contracts, requests for proposals, and consultant proposals which are awarded contracts, excluding those documents submitted separately to the State Library.

4. One copy of all minutes of system committee and advisory council meetings, excluding those received with the annual plan of service proposal.

Information on system workshops, including an evaluation, list of participants and packet materials, is due quarterly.

Please call if you have any questions.

INSTRUCTIONS

Regional Public Library Systems
Project Evaluation Reports

INTRODUCTION

The System Project Evaluation Report form was designed to satisfy the following objectives:

a. To create a form which would satisfy the reporting requirements of the Department of Education.

b. To encourage systems to evaluate project results in the context of project objectives.

c. To encourage systems to consider the unit cost of the services they provide.

The semiannual report, covering the first six months of the state fiscal year, is to be submitted by March 25th according to the System contract. The annual report, covering all 12 months of the state fiscal year, is to be submitted by September 25th. Failure to file evaluation reports can result in grant suspension. Systems are encouraged to provide copies of evaluation reports to system advisory council and planning committee members and to other librarians and citizens who might request them.

A separate report form is to be completed for each system project. For the purposes of this report, "projects" are defined as the separate cost centers identified in the "Bases for Calculating Costs" section of the system contract. The "Project Name" at the top of the report form should be the same as that used in the contract.

INSTRUCTIONS FOR REPORT FORM

Specific instructions for the five sections of the System Project Evaluation Report form are as follows:

1. Overall objective of this project:

   State the overall project objective clearly and succinctly. You may use the same statement which you provided in Part IV., Section 1. of your approved Plan of Service proposal if you wish.

2. Summary of project results:

   Briefly summarize project accomplishments, either to date, in the case of the semiannual report, or for the year, in the case of the annual report. Indicate any special circumstances which impacted the achievement of project objectives, either negatively or positively.

3. Specific project objectives:

   Restate the individual objectives, from both the Standardized Reporting Form and the Local Objectives Reporting Form, which apply to the project. These may no longer be amended during the course of fiscal year.

4. Specific project results:

For each objective identified in Section 3, indicate the result to date (usually a number), the variance (annual report) or projected variance (semiannual report) between the project objective and the project result, the unit cost incurred in meeting the objective (if applicable), and a brief summary of important activities relating to that objective, including special circumstances which impacted the achievement of project objectives, or the unit cost. For the semiannual report do not report a variance based on the actual result to date, but, as noted above, on a projection of the year-end result. For the annual report, if project objectives are significantly under shot or overshot, the Activity Summary must provide an explanation of why this was the case.

The formula to be used in determining variance is as follows:

$$\frac{\text{Result, or Projected Result}}{\text{Objective}} - 1 = \begin{array}{l}\text{Variance, or}\\ \text{Projected Variance}\end{array}$$

Systems may use whatever methods seem reasonable in projecting project results for the semiannual report.

The formula to be used in determining the unit cost of a system service is as follows:

$$\frac{\text{Applicable costs to date}}{\text{Results to date}} = \text{Unit cost to date}$$

Some objectives may be difficult to unit cost for one reason or another (e.g., cost per student hour of literacy training). In other cases, cost data may not be available. These circumstances should be indicated on the form as "n.a.". Systems should make every effort to supply as much accurate unit cost data as possible.

A detailed methodology for unit costing selected standardized statistics appears below.

5. Significant developments:

In this section system evaluators should indicate any significant accomplishments or occurrences during the evaluation period which are not covered in the preceding four sections. Important changes or improvements in project implementation over previous years should be noted. Any other information important to the understanding of project results to date should be provided in this section.

ADDENDA TO THE SYSTEM PROJECT EVALUATION REPORT

The following should be sent as addenda to your System Project Evaluation Report:

1. Examples of original promotional materials produced with system funds (printed materials, video PSA's, audio PSA's, etc.)

2. One copy of all original media productions produced with system funds (videotapes, filmstrips, etc.)

3. One copy of all interim and final consultant study reports (including those conducted for member libraries with system funds), data processing contracts, requests for proposals, and consultant proposals which are awarded contracts, excluding those documents submitted separately to the State Library.

4. One copy of all minutes of system committee and advisory council meetings, excluding those received with the annual plan of service proposal.

Please note that information on system workshops, including an evaluation, list of participants and packet materials, is due quarterly.

UNIT COSTING METHODOLOGY

At a minimum, systems should include unit cost information in their System Project Evaluation Reports for the following 13 standardized statistics. For each of the 13 we have stipulated a standardized computation method which will make it possible to analyze and compare unit cost data received from the systems.

You will note in relation to these computation methods that the general approach was to factor out capital expenditures from these costs. Of course, it would be better to arrive at a standardized depreciation schedule for films, books, projectors, etc., and to figure depreciation into the unit cost calculations. This method was rejected as being too difficult and time-consuming for the time being. The unit costs for these activities (film showings, books-by-mail circulation, etc.) will really be unit operating costs, rather than unit costs per se.

Unit cost data requirements in System Project Evaluation Reports will be as follows:

1. Cost per book purchased

   Computed: Cost of "books received (#1 on SRF) for period in question: number of "books received" (#1 on SRF) for period in question. Do not factor in labor or other costs.

2. Cost per 16mm film purchased

   Computed: Cost of "films received" (#2 on SRF) for period in question: number of "films received" (#2 on SRF) for period in question. Do not factor in labor or other costs.

3. Cost per periodical subscription

   Computed: Cost of "periodical subscriptions" (#3 on SRF) for period in question: by number of same. Do not factor in labor or other costs.

4. Cost per videocassette received

   Computed: Cost of "videocassettes received" (#4 on SRF) for period in question: number of same. Do not factor in labor or other costs.

5. Cost per book leased

   Computed: Cost of lease plan contract (prorated as necessary) for period in question: number of new lease books received for period in question. Do not factor "basic collection" books into unit cost calculations to avoid costing these books more than once.

6. Cost per books-by-mail book circulated

   Computed: Total operating expense of books-by-mail project for period in question: number of circulations for period in question. Do not factor in the cost of books-by-mail books.

7. Cost per film showing

   Computed: Total operating expense of film project for the period in question: number of showings for the period in question. Do not factor in the cost of films and equipment. Do factor in the cost of replacement footage and equipment maintenance. Do not attempt to cost showings by MRC and by other libraries separately.

8. Cost per film attendee

   Computed: Total operating expense of film project for the period in question: the total attendance for the period in question. Do not factor in the cost of films and equipment. Do factor in the cost of replacement footage and equipment maintenance. Do not attempt to cost attendance by MRC patrons and by those of other libraries separately.

9. Cost per videocassette viewer

   Computed: Total operating expense of videocassette project for the period in question: the total number of videocassette viewers for the period in question. Do not factor in the cost of videocassettes or equipment.

10. Cost per reference referral answered

    Computed: Total operating expense of reference referral project for the period in question: the total number of reference referrals answered for the period in question. Do not factor in the cost of equipment.

11. Cost per workshop attendee

    Computed: Total operating expense of the continuing education project for the period in question: the total number of workshop attendees for the period in question.

12. Cost per student hour

    Computed: Total operating expense of the continuing education project for the period in question: the total number of student hours for the period in question.

13. Cost per consultant hour logged during in-person, telephone, or mail consultations.

    Computed: Total operating expense of the consulting project for the period in question: the total number of consultant hours logged for the period in question.

For answers to questions relating to unit costing, projecting project results, or any other issues or concerns relating to the System Project Evaluation Report, system evaluators are encouraged to contact Lisa deGruyter (512/463-5534).

REGIONAL PUBLIC LIBRARY SYSTEMS
PROJECT EVALUATION REPORT: SFY 1991

System ______________________________ Semiannual Report ☐ Annual Report ☐

Project Name ______________________________ Date Submitted: __________________

I. Overall objective of this project:

II. Summary of project results:

III. Specific project objectives and results:

A.

Result to Date	Projected Variance	Unit Cost

Activity Summary:

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Project ____________________

Page ________ of _________

III. Objectives and Results (continued)

Result to Date	Projected Variance	Unit Cost

Activity Summary:

IV. Significant developments:

EXAMPLE

REGIONAL PUBLIC LIBRARY SYSTEMS
PROJECT EVALUATION REPORT: SFY 1991

System Texas Tumbleweed Library System Semiannual Report ☒ Annual Report ☒

Project Name Film Services Date Submitted: March 15, 1991

I. Overall objective of this project:

The objective of the TTLS Film Services Program is to supply, on a shared basis, film hardware and software to meet the basic A-V programming needs of member libraries. The program supplies member libraries with films and projection equipment which they might not otherwise be able to purchase with limited local funds. The system also provides assistance in adapting film programming ideas to individual libraries and encourages the use and maintenance of films through occasional training sessions.

II. Summary of project results:

Utilization of film services by the MRC was higher than anticipated in the first half of SFY 1991, while use by members was somewhat lower. The latter is attributed to difficulties in purchasing new film hardware. A newly implemented Christmas film circuit resulted in increased utilization of Christmas films in the first half of SFY 1991.

III. Specific project objectives and results:

A. Purchase 72 films in SFY 1991

Result to Date	Projected Variance	Unit Cost
48	**+13%**	**$342**

Activity Summary: **TTLS was able to take advantage of special discounts by film companies to purchase more films in the first half of SFY 1991 than anticipated.**

B. Record 3,152 film showings by MRC

Result to Date	Projected Variance	Unit Cost
1,634	+4%	$ 3.84*

Activity Summary: A special lunchtime film series in the fall helped boost MRC totals for film showings.

III. Objectives and Results (continued)

C. Record 19,336 film showings by system

Result to Date	Projected Variance	Unit Cost
8,961	-7%	$ 3.84*

Activity Summary: The inability to purchase new and replacement projectors for member libraries may have accounted, in part, for lower than anticipated performance.

D. Record film attendance of 100,477 by MRC

Result to Date	Projected Variance	Unit Cost
52,847	+5%	$ .27**

Activity Summary: See IIIB

E. Record film attendance of 428,747 by system members

Result to Date	Projected Variance	Unit Cost
201,311	-6%	$ .27**

Activity Summary: See IIIC above

F. Distribute 150 copies of updated film catalog

Result to Date	Projected Variance	Unit Cost
-0-	-0-	$12.53***

Activity Summary: Catalog is being printed.

* Film showing statistics for MRC and members were combined to arrive at unit cost figure.

** Film attendance statistics for MRC and members were combined to arrive at unit cost figure.

*** Includes labor and printing costs.

Project Film Services

Page 3 of 3

IV. Significant developments:

Plans to purchase two projectors for new member libraries and ten replacement projectors for existing system members were delayed due to bid problems with the City Purchasing Department. As of the end of the first half of SFY 1991 the system was still awaiting delivery of this equipment.

SFY 1991 saw the initiation of a Christmas film circuit which made more films available to more libraries than was formerly the case when these films were only available on a spot-booking basis. Christmas film circuit films accounted for 1,842 showings and 8,408 attendance during the holiday season. These results were up 24% and 27% respectively from last year's totals.

The policy of continuing to increase the size of the rotating film packets was in evidence in the first half of SFY 1991. Two films were added to each packet in September, bringing the total to 20. Plans are to add two more in March, for a total of 22 films per packet.

The Audiovisual Committee of TTLS met twice during the first half of SFY 1991. At the first meeting, new films were previewed and revisions to system film policies discussed. At the second meeting the Committee made budget recommendations to the Planning Committee for film services in SFY 1991.

INSTRUCTIONS

REGIONAL PUBLIC LIBRARY SYSTEMS
DISADVANTAGED SERVICES REPORT: SFY 1991

The Disadvantaged Services Report form is designed to satisfy the reporting requirements of the Department of Education in identifying those areas of the system program of service which impact disadvantaged groups in the state. The report is to be submitted annually, by September 25th, according to your contract. Systems are encouraged to provide copies to system advisory council and planning committee members and to other librarians and citizens who might request them.

Specific instructions for the two sections of the Disadvantaged Services Report are as follows:

1. Summary of System Activities Impacting the Disadvantaged:

   Briefly summarize, using only the space provided, the activities of your system in the preceding year which impacted the disadvantaged. You should note any special circumstances which arose in the course of these activities. You should also note whether your activities increased or decreased over the previous year. Following the narrative summary, you should indicate the total amount of system funds expended in activities impacting the disadvantaged. This total should match the total of the "Expenditures" column in Section 2.

2. Specific Activities by Target Group and Project:

   System activities impacting the disadvantaged are to be categorized by target group and system project, and listed in Section 2 along with the amounts expended and the results for each.

   Descriptors used under the "Target Group" heading should match the main (underlined) headings in the following list. Because these descriptors correspond to specific and distinct priorities of the Library Services and Construction Act, other descriptors should not be used. Subheadings under some of the descriptors are provided to clarify the meaning of the descriptor. Do not, however, use the subheading as a descriptor in Section 2, but only the main heading.

   The target group descriptors are as follows:

   1. Persons Without Public Library Services
      a. Persons in unserved counties.
      b. Other rurally-isolated persons.

   2. Culturally Disadvantaged
      a. Young adults.
      b. Mentally ill (not institutionalized).
      c. Deinstitutionalized.
      d. Single parent families.
      e. Drug abusers.
      f. Alcohol abusers.
      g. Delinquents (not institutionalized).
      h. Abused or neglected young adults, preschoolers, or children.

3. Socioeconomically Disadvantaged
    - a. Migrant Workers.
    - b. Unemployed.
    - c. Women.
    - d. Low income persons.

4. Educationally Disadvantaged
    - a. Children of socioeconomically disadvantaged adults.
    - b. Preschoolers of socioeconomically disadvantaged adults.
    - c. Those in need of adult education or coping skills.
    - d. Developmentally disabled (learning disabled, retarded, etc.).

5. Physically Handicapped

6. Institutionalized

7. Limited English-Speaking

8. Elderly

9. Persons in Need of Information and Referral Services

10. Functionally Illiterate Persons

In using these descriptors in Section 2 you may abbreviate if you wish.

The column headed "System Project" should reference the cost center in your contract under which the service to a targeted group was provided (e.g., "Collection Development," "Film Services").

The column headed "Expenditures" should break down expenditures for each activity into expenditures of state funds and expenditures of federal funds. Please total these two sub-columns separately at the bottom of the column. Please do not include expenditures of local library funds on services to targeted groups in the Disadvantaged Services Report.

The "Project Result" column of Section 2 should provide a brief statement of what resulted from the activity listed (e.g., "1,500 circulations to rurally-isolated," "500 student hours in literacy classes," "3 films on improving job hunting skills purchased").

For answers to questions relating to the Disadvantaged Services Report, you are encouraged to consult with Lisa deGruyter (512/463-5534).

REGIONAL PUBLIC LIBRARY SYSTEMS
DISADVANTAGED SERVICES REPORT: SFY 1991

System ____

Date Submitted ________________________________

1. Summary of System Activities Impacting the Disadvantaged:

Total Expended ____________________

2. Specific Activities by Target Group and Project:

Target Group	System Project	Expenditures LSCA_____ State _________	Project Result______

EXAMPLE

REGIONAL PUBLIC LIBRARY SYSTEMS
DISADVANTAGED SERVICES REPORT: SFY 1991

System Texas Tumbleweed Library System

Date Submitted September 15, 1991

1. Summary of System Activities Impacting the Disadvantaged:

TTLS serves a region in which 42% of the population is of Spanish origin. Many of these persons could be considered disadvantaged as indicated by high poverty rates. It is estimated that 6.4% of the population of TTLS is limited English-Speaking. Six counties in TTLS had unemployment rates in excess of 9% in July, 1990, with two counties having rates as high as 17% and 21%. Accordingly, TTLS makes an effort to target many of its projects to serve the disadvantaged. In SFY 1991 consultations with member libraries serving predominantly low income and limited English-Speaking populations resulted in four visits at a cost of $416. A workshop entitled "Selecting Spanish-language Materials" was presented on March 23, 1991 at which 13 system libraries were represented. Seven Spanish language films were added to system collections at a cost of $2,488. In addition, Spanish-language books at a cost of $34,611 were purchased with system funds. In other services to the disadvantaged, TTLS provided books-by-mail service to the rurally-isolated residents of Mesquite County, circulating 1,183 books at a cost of $3,647. To support literacy training in the system, $40,000 in literacy grants were awarded to seven member libraries. During the year, 361 large print books were purchased at a cost of $6,290. System member libraries used collection development funds to purchase 5,774 books which were targeted for the educationally disadvantaged.

Total Expended $186,588

2. Specific Activities by Target Group and Project:

Target Group	System Project	Expenditures LSCA	State	Project Result
a. Socioeconomically Disadvantaged	Administration Consulting & CE	0	$416	4 libraries consulted
b. Limited English-Speaking	Administration Consulting & CE	0	140	13 libraries participated 84 credit hours awarded

2. Specific Activities (continued)

Target Group	System Project	Expenditures LSCA	State	Project Result
c. Limited English-Speaking	Film Services	0	2,488	7 films purchased
d. Limited English-Speaking	Collection Development	34,611	0	1,983 books purchased
e. Persons without Service	Unserved County	0	3,647	1,183 books circulated
f. Functionally Illiterate	Literacy	40,000	0	1,796 library materials purchased 9,328 student hours 10 tutor training workshops
g. Elderly	Service to the Elderly	6,290	0	361 large print books purchased 15,783 circulations in 65 libraries
h. Educationally Disadvantaged	Collection Development	28,710		1,645 books purchased
			70,286	4,129 books purchased
	TOTALS	$109,611	$76,977	

Attachment 3

TITLE III PROJECT REPORTS
SFY 1991

INSTRUCTIONS

Title III Grant recipients are required to file Title III Project Evaluation Reports and Title III Uniform Statistical Reports. Project reports are to be prepared by the Project Manager, as designated in the grant application. This is true even in cases where the Title III project is contracted, wholly or in part, to a third party (e.g., AMIGOS) or subcontracted, wholly or in part, to a third party.

DUE DATES

A Title III Program Evaluation Report and a Title III Uniform Statistical Report are submitted semiannually. If library material ordered with grant funds is received after the end of the grant period, a final Title III Uniform Statistical Report may also be due covering the receipt of those materials. Failure to file reports when due may result in grant suspension.

Reporting Period	Due Date	Type of Report
9/1/1990 - 2/28/1991	3/5/1991	Uniform Statistical Report, if possible, otherwise by 3/26/91
	3/26/1991	Program Evaluation Report and Uniform Statistical Report
3/1/1991 - 8/31/1991	9/5/1991	Uniform Statistical Report, if possible, otherwise by 9/25/91
	9/25/1991	Program Evaluation Report and Uniform Statistical Report
9/1/1991 - 10/31/1991	10/31/1991	Final Uniform Statistical Report, if necessary

PROJECT EVALUATION REPORT

The report form was designed to satisfy the following objectives:

a. To create a form which would satisfy the reporting requirements of the Department of Education.
b. To encourage grant recipients to evaluate project results in the context of project objectives.
c. To encourage grant recipients to utilize quantitative measures in stating objectives and to employ quantitative evaluation techniques.

Each report shows project performance for the reporting period. The annual report shows activity for the second 6 months and summarizes performance data for the entire year. The annual report will be submitted to the U.S. Department of Education as the Final Project Report.

Report Form Sections:

I. Overall objective of this project

State the overall project objective(s) for the year clearly and succinctly. You may extract this from your grant application if you wish.

II. Summary of project results

Include a brief statement on the current budget status of your grant, showing amount spent, amount still encumbered, and balance. Use the most up-to-date figures available, which might prove to be those from your own records.

Briefly summarize project accomplishments for the period you are reporting on. The annual report should both report on activity for the second six months, and summarize and cumulate project accomplishments for the grant year. Indicate any special circumstances which impacted the achievement of project objectives, either negatively or positively.

III. Specific Project Objectives and Results

Objectives

List specific end-of-the-year project objectives. Objectives should be reported in quantitative terms whenever possible. Objectives should be taken from your grant application, and no substantive objectives included in your application should be omitted.

Results To-Date

Indicate the results for report period. This will be a number, even if "zero", or a brief statement in the case of a non-quantitative objective. The annual report should both report on activity for the second six months, and summarize and cumulate project accomplishments for the grant year.

Unit Cost

Some objectives involving performance of a task (e.g., retrospective bibliographic conversion) or provision of a service (e.g., reference referral) lend themselves to unit costing. Unit costing involves determining how much it cost to provide one unit of service or to complete one task unit. The formula to be used in determining the unit cost of a given objective is as follows:

$$\frac{\text{Applicable costs to date}}{\text{Results to date}} = \text{Unit cost to-date}$$

Applicable costs should include all those costs which were required to produce the result. Equipment costs and other capital expenditure items should not be included in the applicable costs. If your objective does not easily lend itself to unit costing, you may indicate that this subsection is not applicable ("NA").

Activity Summary

Provide a brief summary of important activities relating to the given objective, including special circumstances which impacted the achievement of project objectives.

NOTE: For the annual report include an explanation if project accomplishments are significantly at variance (+/- 10%) with project objectives.

IV. Significant developments

In this section you should indicate any significant accomplishments or occurrences during the evaluation period which are not covered in the preceding sections. Important adjustments in implementation methods over those described in the grant application should be noted. Any other information important to the understanding of project results to date should be provided in this section.

UNIFORM STATISTICAL REPORT

We ask that all Title III applicants submit a uniform statistical report on Title III project activity. The purpose of the report is to ensure uniformity in reporting statistics, to facilitate the automation of those statistics, to integrate Title III statistics into the data gather from other libraries, and to aid in reporting Title III activity to members of the state legislature, and to the U.S. Department of Education.

These statistics pertain only to the Title III grant project. Report only on applicable categories. Not every project will report on every category. Enter statistics on this form even if they have been included in the Project Evaluation Report.

General

- Do not attempt to correct or amend the previous report's figures. If corrections are necessary, adjust the current report. If you desire, you can note at the bottom of the page information regarding the corrections.
- Report statistics appropriate to the period being reported: For example, if you added 300 patrons to the database in January and 600 in March, you would report 300 added the first six months and 600 added the second six months. There is a separate column for totals.

- Please be careful to avoid double-counting of statistics, while at the same time avoiding gaps in counting.
- Once you establish statistical targets for the year, you may not revise them. Variations from the target (either above or below the goal) may be explained in the narrative evaluation.

Instructions

Line 1: Circulations through reciprocal borrowing

Report the number of materials loans under this component. (See note for Line 14 below). Do not report reciprocal borrowing transactions which resulted from the use of an automated circulation system purchased in whole or in part with grant funds; report those transactions on Line 15.

Line 2: Reference referrals answered

Report the number of patron-initiated reference questions referred to another library in the Project. Do not include questions which involve the MRC's interlibrary loan office. Report only the number of requests which were filled.

Line 3: Lateral ILL filled

Report the number of interlibrary loans which occur among project libraries. Do not report any ILL activity involving TexNet. Interlibrary loans which are charged through an automated circulation system purchased in whole or in part with grant funds should be recorded on Line 14.

Line 4: Workshops held

A single workshop held in multiple locations is recorded the number of times held.

Line 5: Persons attending

Count all persons attending workshops in all locations in which the workshop was held. Omit project staff.

Line 6: Student hours

Multiply the number of contact hours (i.e., the hours in which substantive instruction is being given) by the number of persons attending the workshop. Exclude project staff attending the workshop. Do not count lunch and breaks.

Line 7: Consultant hours

Report the number of hours which project staff spent in providing consulting services to other project libraries, whether in-person, by phone, or by mail. In-person consulting would include on-site visits as well as contacts made at the office. Hours spent in preparation, research, report writing, travel, etc., should all be counted as "consultant hours." Please include consultant hours logged by all project personnel who are doing specialized consulting. Include presentations, group sessions, and speeches, such as presentations made to a civic organization or Friends group, a commissioners' court, or to a county library association. "Telephone or mail consultations" are limited to specific requests for assistance which can be provided over the telephone or by mail. Do not include routine mailings and telephone conversations with project members to schedule appointments, discuss collection development orders, discuss film booking problems, share information, etc.

Line 8: Pieces of publicity

Report the number of pieces of promotional, public relations, and other printed materials which the project distributed. Posters, bookbags, bookmarks, brochures, flyers, news releases, bumper stickers, buttons, signs, and stationary produced or purchased by the project should be included. Do not include books-by-mail catalogs or updates.

Line 9: Bibliographic records in the database

Record the number of machine-readable bibliographic records representing holdings of project member libraries which are contained in the system's data base at the beginning of the grant period, September 1. Count records for all types of library material. Patron records are reported in Lines 11 and 12.

Line 10: Bibliographic records added

Identify the number of machine-readable bibliographic records, representing holdings of participating libraries, added to the database during the reporting period. Enter records for all types of library materials from all project participants.

Line 11: Patron records in database

Record the number of machine-readable patron records of project member libraries which are contained in the system's automated circulation database at the beginning of the grant period, September 1. Bibliographic records are reported on Lines 9 and 10.

Line 12: Patron records added

Identify the number of machine-readable patron records which project libraries added to the database during the reporting period. Count the number for all libraries participating in the project.

Line 13: Materials circulated

Report the number of circulation transactions recorded by your automated circulation system during the reporting period. Include serial and film booking transactions if the system has these modules. The definition of a "circulation" is a transaction which is defined as such by your circulation system and may include in-house usage, loans of variable periods, renewals and reserves which are charged through the system.

Line 14: Lateral interlibrary loans

Report the number of materials loaned to other libraries which are electronically charged through the automated circulation system. Lateral interlibrary loans are those which bypass TexNet. It is critical that no double-counting occur. If an interlibrary loan is recorded on TexNet, it should not be reported here. If a lateral interlibrary loan occurred without the use of a grant-purchased (in whole or in part) automated circulation system, report the transaction only on Line 3. Lateral loans assume that the material loaned was mailed or delivered to the borrowing library; if a patron picks up the material at the lending library, include it in Line 15.

Line 15: Reciprocal borrowing transactions

Report the number of materials loaned to patrons of other libraries as a result of the automated circulation system. To be reported on this line, the reciprocal borrowing transaction must be electronically charged through the automated circulation system. Line 1 reports on non-automated reciprocal loans.

REPORT FORMS

Feel free to use a computer in preparing either report; however, all reports must closely follow the report format supplied with these instructions. Your annual Project Evaluation Report will be bound with annual reports from other Title III recipients and submitted to Washington as your Final Project Report. The Uniform Statistical Report will be used only at the State Library.

For assistance in completing these reports call Dick Getz, Grants Coordinator, at (512)463-5532.

TITLE III PROJECT EVALUATION REPORT, SFY 1991

Project Name: ______________________________ Semi-annual ☐ Annual ☐

Submitted By: ______________________________ Date: ______________________

I. Overall objective of this project

II. Summary of project results

III. Specific project objectives and results

Objective A:

Result To-Date:

Unit Cost:

Activity Summary:

- -

Project ______________________________ Page ________ of ________

Objective B:

Result To-Date:

Unit Cost:

Activity Summary:

Objective C:

Result To-Date:

Unit Cost:

Activity Summary:

IV. Significant developments

TITLE III PROJECT EVALUATION REPORT, SFY 1991

EXAMPLE

Project Name: Central Texas Referral Network Semi-annual ☒ Annual ☐

Submitted By: Lotta Queries, Project Manager Date: March 25, 1991

I. Overall objective of this project

The objective of the Central Texas Reference Referral Network is to provide a mechanism for 23 public, academic and special libraries in Travis, Hays, and Williamson Counties to refer reference questions which cannot be answered using local resources. A union list of reference materials will be prepared, to be accessed utilizing microcomputers in participating libraries. Reference questions will be referred by linking the microcomputers in an electronic mail network. After consulting the union list, the question will be referred to a library which appears to have the needed resource. Questions not answered in this way will be referred to Behemoth State University as the ultimate node in the referral network.

II. Summary of project results

By the end of the report period $56,656 had been expended or encumbered, leaving a balance of $43,344.

The union list of reference resources was completed by December 1 in accordance with the project timetable. Delays in purchase of microcomputer telecommunications hardware and software due to bidding difficulties forced rescheduling of the network startup date to January 15. In the period January 15 - February 28, 603 questions were referred over the network. 43% of these were answered by network participants, another 39% by Behemoth State University; the remaining 18% were unanswered. The unit cost per question answered was $8.48. A network protocol was formulated by the Protocol Committee and was adopted by all participants. In addition, a day-long orientation session was conducted which drew 64 participants.

III. Specific project objectives and results

Objective A:

Produce union list of reference resources by December 1, 1990.

III. Specific project objectives and results (Continued)

Result to Date:

List completed November 28, 1990.

Unit Cost: NA

Activity Summary:

Union listing team began work on September 2, 1990 and successfully merged 32,842 title holdings utilizing a modified dBASEIII database management system. 67% of the titles were held by two or more libraries. The resulting database totaled 9,411 records accessible by subject.

Objective B:

Begin referral of reference questions by January 1, 1991.

Result to Date:

Referral began as of January 15, 1991.

Unit Cost: NA

Activity Summary:

Procurement delays meant that modems and communications software were not delivered until December 12. This put the network start-up date off by two weeks.

Objective C:

Hold 24 meetings of the Project Management Team.

Result to Date:

12 meetings were held.

Unit Cost: NA

Activity Summary:

The Project Management Team has been able to adhere to its schedule of meeting every other Tuesday.

Project: Central Texas Reference Referral Network Page 3 of 4

III. Specific project objectives and results (Continued)

Objective D:

Hold 7 meetings of the Network Protocol Committee.

Result to Date:

6 meetings held.

Unit Cost: NA

Activity Summary:

The Network Protocol Committee produced its proposed network protocol in November. The protocol has since been adopted by the governing authorities of all participating libraries. The committee plans one more meeting in July to evaluate the success of their protocol and to suggest amendments.

Objective E:

Sponsor network orientation session to attract 55 participants.

Result to Date:

64 participants attended.

Unit Cost: NA

Activity Summary:

Noted reference authority Dr. C. I. Foundit drew a larger than expected turnout as he discussed the optimal use of shared reference resources.

Objective F:

Refer a total of 3,500 requests over the network by August 31, 1991.

Result to Date:

1,763 requests referred.

Unit Cost: $8.48

III. Specific project objectives and results (Continued)

Activity Summary:

Even with the late start, it is expected that increased use of the network throughout the remainder of the year will result in 3,638 requests by year's end, a slight increase over our goal of 3,500 requests. We anticipate the unit cost figure will drop somewhat as volume increases.

IV. Significant developments

The union list of reference materials utilizing dBASEIII database management software was successfully adapted from software developed by Dr. U. "Harv" Access at our own Behemoth State Graduate School of Library and Information Science. Dr. Access worked with the Project Management Team and provided training to participants. This software is highly recommended for similar applications.

Librarians at some of the participating libraries have expressed concern at the difficulty they are having in matching potential referrals to reference resources as found in the database. They are often not able to determine if a given resource is a promising source of the needed information or not. The Project Management Team will study this problem in the second half of the project year. Potential solutions might be more descriptive information in the database or more continuing education concerning reference resources.

Another area for study by the Project Management Team in the next six months will be the possibility of making available database searches to participants who do not have this capability. It is hoped that microcomputer hardware and communications software already in place could be utilized for centralized database searching with remote user participation. Experienced searchers at a central site would conduct searches with remote user participation and then download the search results to the remote user's microcomputer.

An important effort in the first half of the project year was to publicize the reference referral service in participating libraries. A brochure was produced (copies attached) to notify potential users of the availability of expanded reference resources. A mailing was also done to major businesses in the three county area informing them of the availability of this expanded service and providing them with a map showing potential service locations. Press releases were run in campus newspapers and corporate newsletters in the area. Project Manager, Lotta Queries, will prepare a paper describing the project for publication in a major library publication.

TITLE III UNIFORM STATISTICAL REPORT
SFY 1991

Project: ______________________________ Date: ________________

	E-O-Y Target	First 6 months	Second 6 months	Total
CIRCULATION SERVICES				
1) Circulations through reciprocal borrowing				
INTERLIBRARY LOAN				
2) Reference referrals answered				
3) Lateral ILL filled				
TECHNICAL ASSISTANCE				
4) Workshops held				
5) Persons attending				
6) Student hours				
7) Consultant hours				
8) Pieces of publicity distributed				
AUTOMATED SERVICES				
9) Bibliographic records in database				
10) Bibliographic records added				
11) Patron records in database				
12) Patron records added				
13) Materials circulated				
14) Lateral Interlibrary loans				
15) Reciprocal borrowing transactions using the automated circulation system				

Attachment 4

STANDARDIZED REPORTING FORM FOR REGIONAL SYSTEMS - 1991

Name of Reporting System: ______________________________

Reporting Month: ____________

	YEARLY TARGET AS OF 8/31/91	THIS MONTH'S PERFORMANCE	CUMULATIVE PERFORMANCE YEAR-TO-DATE
MATERIALS ACQUISITION INFORMATION:			
1. Number of Books Received			
2. Number of 16mm Films Received			
3. Number of Periodical Subscriptions Received			
4. Number of Video Cassettes Received			
5. Number of 16mm Films Leased			
6. Number of Books Leased Commercially			
7. Estimated Pieces of Microform Received			
8. Other Materials Received (see definition)			
MEDIA SERVICES/SPECIAL PROGRAMS			
9. Number of Film Showings			
a) by MRC			
b) by other libraries			
10. Number of Persons Attending Film Showings			
a) by MRC			
b) by other libraries			
11. Number of Persons Viewing Videocassettes			
12. Number of Persons Viewing Filmstrips			
13. Number of Persons Attending Special Programs Sponsored by the System (excluding viewers of 16mm films, filmstrips, and videocassettes)			

	YEARLY TARGET AS OF 8/31/91	THIS MONTH'S PERFORMANCE	CUMULATIVE PERFORMANCE YEAR-TO-DATE
CIRCULATION SERVICES			
14. Number of Books-by-Mail Materials Circulated			
15. Number of Books Circulated to Residents From Extension Loan, Rotating, and Circuit Collections			
16. Number of Cassettes and Art Prints Circulated to Residents			
17. Number of Materials Circulated to Residents Through Reciprocal Borrowing			
INTERLIBRARY LOAN SERVICES			
18. Number of Reference Referrals Answered			
19. Number of Lateral Interlibrary Loans Filled			
TECHNICAL ASSISTANCE TO LIBRARIANS, TRUSTEES, PUBLIC OFFICIALS AND CITIZENS			
20. Number of Workshops Held:			
a) sponsored solely by system			
b) jointly sponsored with other system(s)			
c) jointly sponsored with TSL			
21. Number of Persons Attending Workshops			
22. Number of Student Hours (number of persons attending x number of workshop hours)			
23. Number of Consultant Hours Logged During In-Person, Telephone, or Mail Consultations			
24. Number of Pieces of Publicity Distributed			

	YEARLY TARGET AS OF 8/31/91	THIS MONTH'S PERFORMANCE	CUMULATIVE PERFORMANCE YEAR-TO-DATE
LITERACY OR ESL PROGRAM:			
25. Number of Student Hours In Literacy or ESL Sessions	________	________	________
26. Number of Persons Attending Literacy or ESL Sessions	________	________	________
AUTOMATED SERVICES:			
27. Number of Bibliographic Records in the Data Base, as of September 1 ________			
28. Number of Bibliographic Records Added to the Data Base	________	________	________
29. Number of Bibliographic Records Deleted from the Data Base	________	________	________
30. Number of Patron Records in the Data Base, as of September 1 ________			
31. Number of Patron Records Added to the Data Base	________	________	________
32. Number of Patron Records Deleted From the Data Base	________	________	________
33. Number of Materials Circulated	________	________	________
34. Number of Lateral Interlibrary Loan Transactions Using the Automated Circulation System	________	________	________
35. Number of Reciprocal Borrowing Transactions Using the Automated Circulation System	________	________	________

Send Completed Form For Each Month To:

Texas State Library
Systems Development Department
Box 12927/Capitol Station
Austin, Texas 78711

STATISTICAL REPORTING FORM FOR SYSTEMS

INSTRUCTION SHEET

This form is an attempt to collect uniform statistics from all ten regional public library systems. The information supplied on this standardized form will be used to report to the Legislative Budget Board progress made toward meeting system objectives. Please complete this form for each month of the fiscal year and submit the three forms for the preceding three months at the close of each quarter. For example, forms for September, October, and November will be due on December 30 to the State Library.

GENERAL INSTRUCTIONS FOR COMPLETING THIS STATISTICAL REPORTING FORM

- Do not attempt to correct or amend the previous month's reporting form. If corrections are necessary, make the appropriate adjustments in the following month's report. If you desire, you can note at the bottom of the page information regarding the corrections.

- Report the statistics appropriate to the specific month being reported: For example, if you receive 1,000 books in January and 3,000 books in February, you would report 1,000 books received in January and 3,000 books received in February. There is a separate column for cumulating the data.

- Please be careful to avoid double-counting of statistics, while at the same time avoiding gaps in counting.

- Once you establish statistical targets for the year, you may not revise them. Variations from the target (either above or below the goal) may be explained in the narrative evaluation.

SPECIFIC INSTRUCTIONS FOR COMPLETING THE STATISTICAL REPORTING FORM

Lines 1-8: Number of Materials Received

Please report only materials which have actually been received at a library. Do not report materials which have been ordered since many orders are cancelled. Because we need to ensure that all materials purchased or leased with system funds are counted, report in the first months of any fiscal year those materials which were ordered and invoiced under the previous year's grant. For example, if $1,000 worth of materials ordered with the FY 1991 system grant were received in November, 1991 (during fiscal year 1992), those materials would be reported in the November, 1991 report. In this manner, we will ensure a continuous count of all materials obtained with grant funds. Be sure to include all materials purchased for the MRC and member libraries as well as materials purchased for specific projects (e.g., Books-by-Mail, Consulting activities).

Line 1: Number of Books Received

LIBGIS states that a monographic volume is a "physical unit of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding, or portfolio, hardbound or paperbound, which has been cataloged, classified, and/or made ready for use." Under this definition, the Books In Print and the Subject Guide To Books In Print would be counted as seven volumes or seven pieces of library material.

Line 3: Number of Volumes of Periodicals Purchased

Count the number of volumes of periodical purchased with system funds (e.g., a one-year subscription = 1, a three-year subscription = 3). Report the number at the time the subscription is purchased (i.e., do not attempt to report periodicals received by member libraries).

Line 4: Number of Video Cassettes Received

Please report the number of videocassettes purchased with system funds by the MRC or member libraries.

Line 6: Number of Books Leased Commercially

Please report the number of new materials which will actually be received by each library from the commercial vendor. You can report this statistic once at the beginning of the year based on the total of each library's contract with the vendor. Do not count the "base collection" which the library has on hand at the start of the fiscal year.

Line 7: Number of Volumes of Microform Received

For periodicals and newspapers on microform, count the number of volumes (years) received. For monographs on microform, count the number of volumes received. For any other publications on microform, count the number of volumes or years, if possible. In the case of census records on microfilm, it will be necessary to count the number of rolls received. In the case of business services or other such information on microfiche, substitute the number of titles received. Note: This measure does not include the microforms produced by the system or the MRC, such as a COM catalog of MRC holdings.

Line 8: Other Materials Received

Count any library materials (e.g., audio cassettes, art prints, filmstrips, microcomputer software for public use, etc.) which are not specified above. Exclude equipment, catalog card sets, and supply items.

Lines 9-10: Number of Film Showings and Number of Persons Attending

Please include the number of film showings and the number of persons attending film programs in their appropriate columns. 16mm film showings and attendance count should be reported for all system owned films and for all films obtained with system funds. The count of film showings should include both in-house programs and out-of-library circulations. Report these statistics separately for the Major Resource Center city and other libraries.

Line 11: Number of Persons Viewing Videocassettes

Please report the number of citizens viewing videocassettes both in the library and at home. It is very desirable that libraries checking out video tapes for home viewing request that patrons report viewer count in a manner similar to 16mm films. If viewer count is simply not available, then report one circulation as one viewer; however, do not report a charge-out transaction when viewer count is available.

Line 12: Number of Persons Viewing Filmstrips

Please report the number of persons viewing filmstrips, both in the library and outside of the library.

Line 13: Special Programming for Citizens

If the system sponsors or prepares cultural exhibits, puppet shows, adult programs, or displays for the public, the system should report the number of persons who attended these special events. Do not count the persons in this category if they have already been reported under #10 (Number of Persons Attending Film Showings) #11 or #12 (Persons Viewing Videocassettes, Filmstrips).

Line 14: Number of Books-by-Mail Materials Circulated

This measure would include the number of materials circulated to books-by-mail patrons.

Line 15: Number of Books Circulated to Residents from Extension Loan, Rotating, and Circuit Collections

Please report the number of times materials were circulated to citizens from rotating and extension loan collections. Such circulation statistics would include the large-print collections, Spanish language materials, and extension loan collections.

Line 16: Number of Cassettes and Art Prints Circulated to Residents

Please report the number of times cassettes and art prints circulated to citizens. Included in this measure would be out-of-library circulations by the local library.

Line 17: Number of Materials Circulated to Residents Through Reciprocal Borrowing

If your system has a reciprocal borrowing component in your plan of service, please report the number of materials loaned to residents under this component (See the note for Line #19 below). Do not report reciprocal borrowing transactions which resulted from the use of an automated circulation system purchased with system funds; report those transactions on line #35.

Line 18: Number of Reference Referrals Answered

This measure should be used to report on the number of citizen-initiated reference questions referred to the system office from the local library which are answered via the reference back-up component of the system plan of service. Do not include any questions which involve the MRC's interlibrary loan office; please report only those questions which are not answered by the ILL staff. For this measure, report only the number of requests which were filled. If one request required five items being sent to the local patron, report only one request filled. Do not report the five items on any line in this report.

Line 19: Number of Lateral Interlibrary Loans Filled

This measure should be used to report on the number of interlibrary loans which occur among the member libraries as part of a specific system program. Do not report any interlibrary loans which involve the TSLCN interlibrary loan offices.

> Note: If the material which is loaned is mailed or delivered to another library, report this under lateral interlibrary loans; if the patron of one library goes to another library and borrows an item, report this under reciprocal borrowings (Line #17 or Line #35).

Do not report lateral interlibrary loans which are charged through an automated circulation system which was purchased with system funds. (Line #34).

Line 20: Number of Workshops Held

If a single workshop for librarians, trustees, Friends members, or public officials is held in multiple locations, then report each location as a separate workshop. A workshop on puppetry held in three locations is counted as three workshops. If a workshop is cosponsored with another system or TSL, report this on the appropriate space on the form. "Cosponsorship" implies joint planning and financing; it would not apply to cases where one system simply allows persons from another system to attend that system's workshop. Note: The system advisory council orientation sessions and conferences are to be considered as workshops. When a system reports a joint workshop, that system may report a prorated share of persons and student hours in items 21 and 22.

Line 21: Number of Persons Attending Workshops

Count all the persons attending the workshops in all the locations in which the workshop was held. Do not include in this category the number of staff persons from the system office who attend workshops, but do include MRC library staff. If the workshop is cosponsored with another system or the State Library, then the decision should be reached in advance of the workshop as to which organization receives credit for which portion of the persons attending. It is logical that each system participating in a jointly planned and funded workshop (such as Basic Skills) will get credit for the participants from the member libraries in its system. If persons from one system attend another system's workshop which is not cosponsored, the sponsoring system should report these persons, even though they were from another system. Formal training of volunteer literacy tutors in a workshop setting can be treated as a system workshop, and reported as such on the standardized reporting form, especially when the system has had a role in arranging for the workshop (e.g., arranging for meeting space, helping to publicize the workshop, etc.), and when system librarians might also be in attendance. In case where systems do not have a direct role in arranging for the tutor training (e.g., the local library or some other group does this), the session should not be counted as a system workshop for the purposes of the Standardized Reporting Form. In either case, the cost of a tutor training session should be charged to the Literacy Project cost center, not the Continuing Education Project cost center.

Line 22: Number of Student Hours

Multiply the number of contact hours (i.e., the hours in which substantive instruction is being given) by the number of persons attending the workshop. In the case of system advisory council orientation and conferences, exclude hours spent observing Commission meetings, listening to political figures, etc. Exclude system staff attending the workshop. Do not count lunch and breaks. Avoid double-counting of jointly sponsored workshops by making a prior agreement on which organization reports or how the student hours are to be prorated.

Line 23: Number of Consultant Hours Logged During In-Person, Telephone, or Mail Consultations

This measure includes the number of hours which a system staff person would spend in providing consulting services, whether in-person, by phone, or by mail. In-person consulting would include on-site visits as well as contacts made at the system office. Hours spent in preparation, research, report writing, travel, etc., should all be counted as "consultant hours." Please include consultant hours logged by all system personnel and other personnel who are doing specialized consulting. Include presentations, group sessions, and speeches, such as presentations made to a civic organization or Friends group, a commissioners' court, or to a county library association. "Telephone or mail consultations" are limited to specific requests for assistance which can be provided over the telephone or by mail. Do not include routine mailings and telephone conversations with system members to schedule appointments, discuss collection development orders, discuss film booking problems, share information, etc. Systems may continue to count the number of persons receiving consulting on their Local Objectives Report, if they wish.

Line 24: Number of Pieces of Publicity Distributed

Include the total number of pieces of promotional, public relations, and other printed materials which the system distributed. Posters, bookbags, bookmarks, brochures, flyers, news releases, bumper stickers, buttons, signs, and stationary produced or purchased by the system should be included. Do not include books-by-mail catalogs or updates.

Line 25: Number of Student Hours in Literacy or ESL Sessions.

Enter on this line the number of hours at the local library in which students and instructors are meeting in tutoring or class sessions multiplied by the number of students in attendance at that session.

Line 26: Number of Persons Attending Literacy or ESL Sessions.

Enter on this line the number of persons participating in tutoring or class sessions. This measure is not limited to the number of unique individuals; rather it is a headcount of all persons attending each session. Identify only those persons in literacy sessions at the specific locations (e.g., branch libraries) targeted by the major resource system's literacy program.

Line 27: Number of Bibliographic Records in the Data Base.

Identify the number of machine-readable bibliographic records representing holdings of system member libraries which are contained in your system's data base, at the end of each month in line 27 (b). Patron records are reported in Line #30.

Line 28: Number of Bibliographic Records Added to the Data Base.

Identify the number of machine-readable bibliographic records, representing holdings of participating libraries, your system added to the data base during the fiscal year. In this line you would enter records for all types of library materials.

Line 29: Number of Bibliographic Records Deleted from the Data Base.

Enter the number of machine-readable bibliographic records representing holdings of participating libraries which were deleted from the automated system during the year.

Line 30: Number of Patron Records in the Data Base.

Identify in line 30 (a) the number of machine-readable records of system member library patrons which are contained in your system's automated circulation system, as of the first day of the new state fiscal year (i.e., September 1). Report the actual holdings at the end of each month in line 30 (b).

Line 31: Number of Patron Records Added to the Data Base.

Identify the number of machine-readable records of library patrons which your system added to the data base during the fiscal year. In this line you would enter the number of records for all library patrons of libraries participating in the project.

Line 32: Number of Patron Records Deleted from the Data Base.

Enter the number of machine-readable records which your system deleted from the automated system during the fiscal year.

Line 33: Number of Materials Circulated.

Report in this line the number of circulation transactions recorded by your automated circulation system during the fiscal year. Include serial and film booking transactions if your circulation system has these modules. The definition of a "circulation" is a transaction which is defined as such by your circulation system and may include in-house usage, loans of variable periods, renewals and reserves which are charged through the system.

Line 34: Number of Lateral Interlibrary Loans.

As a measure of system resource sharing, this measure is very important. Report the number of materials loaned to other libraries which are electronically charged through the automated circulation system. Lateral interlibrary loans are those which bypass Texas State Library Communications Network (TSLCN). It is critical that no double-counting occur. If an interlibrary loan is recorded on TSLCN, it should not be reported here. If a lateral interlibrary loan occurred without the use of a system-purchased automated circulation system, report the transaction only on Line #19. Lateral loans assume that the material loaned was mailed or delivered to the borrowing library; if a patron picks up the material at the lending library, include it in Line #35.

Line 35: Number of Reciprocal Borrowing Transactions.

Report on this line the number of materials loaned to patrons of other libraries as a result of the automated circulation system. Do not double-count reciprocal loans reported on Line #17 of this report. Line #17 refers to reciprocal loans which occur in systems without an automated shared circulation system paid in part with state or federal funds. In order to be reported on this line, the reciprocal borrowing transaction must be electronically charged through the automated circulation system.

LOCAL/SYSTEMS OBJECTIVES REPORT

System: ______________________________ Month: ____________________

Project Title: ____________________________________ State Fiscal Year: ________

Please include your locally determined objectives on this form. There is no need to duplicate objectives which are included on the Standardized Reporting Form. The objectives listed on this form should be realistic, attainable, and quantified and should (1) clearly identify the proposed services; (2) state the number of service units to be provided; (3) state the time frame; (4) clearly define the target population; and (5) define the performance or workload measures for each stated objective.

At the close of each month, you should report progress made that month toward meeting your quantitative objectives in the section entitled, "Performance Report - Month." Also enter the cumulative total for the year in the section entitled, "Performance Report - Year to the Date."

Please note that there must be objectives for each project for which there are no measures on the Standardized Reporting Forms. Targets may not be revised during the fiscal year; variance above or below the target should be explained in the evaluation reports.

	Performance Report	
Statement of Objectives	Month	Year to Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attachment 5

ANNUAL REPORT
FOR LOCAL FISCAL YEAR 1990

This form is due at the Texas State Library three months after your 1990 fiscal year ends. All data applies to your library's 1990 fiscal year.

The local fiscal year covered by this report began ______________________ and ended ________________.

Library Name ______________________ County ________________
(As you wish it to appear in the directory)

Mailing Address ______________________ - ________
street or p.o. box city zip code +4

Street Address ______________________ - ________
(if different) street city zip code +4

Phone ______________________
area code number extension

Telefax ______________________
area code number

Head Librarian ______________________
first name last name

Person completing form (if different) ______________________
first name last name position

Board Chair ______________________
first name last name

Mailing Address ______________________ - ________
street city zip code +4

Friends President ______________________
first name last name

Mailing Address ______________________ - ________
street city zip code +4

Outlets and Users

Number of branch libraries ________________

Number of bookmobiles in use ________________

Number of other public service outlets (collections in nursing homes and jails, stations, etc.) ________________

Has the main library building(s) or any branch library been renovated, expanded, or new construction completed within the period covered by this report?

________ Yes ________ No

Categories of Expenditures

Salaries and Wages (exclude plant operation, security, and maintenance staff)		1			
Employee Benefits (exclude plant operation, security, and maintenance staff)		2			
Subtotal Wages and Benefits	(add 1 + 2)			3	
Collection					
Print Materials (exclude serial subscriptions and microforms)		4			
Serial Subscriptions (include all physical formats)		5			
Microforms (except serial subscriptions)		6			
Audiovisual Materials		7			
Other Materials		8			
Subtotal Collection	(add 4 thru 8)			9	
Miscellaneous					
Furniture and Equipment		10			
Other Operating Expenses (include plant operation, security and maintenance staff)		11			
Subtotal Miscellaneous	(add 10 + 11)			12	
Total Direct Operating Expenditures	(add 3 + 9 + 12)			13	
Indirect Costs (Optional; attach documentation if claimed)				14	
Total Operating Expenditures	(add 13 + 14)			15	
Capital Outlay (Do not include expenditures reported above)				16	

Local Financial Effort

Of the amount shown in Library Collection Expenditures (Item 9), how much was expended from local funds only? 17 ________

Of the amount shown in Total Operating Expenditures (Item 15), how much was expended from

- Local funds only (include government sources) 18 ________
- Local government sources only 19 ________

Note: See Instructions (page 6) for definitions of "local funds" and "local government sources."

Library Income By Source

(Exclude income intended for major capital expenditures, construction, renovation, endowment fund deposits, or other extraordinary items. Also, exclude interlibrary loan and system operation grants.)

City or Cities 20 ________
County or Counties 21 ________
School Districts 22 ________
Foundation & Corporate Grants 23 ________
Federal Library Services & Construction Act Funds 24 ________
Other Federal Funds 25 ________
State Funds (do not include system grants) 26 ________
Other Local Sources (interest, fines, donations from individuals) 27 ________
TOTAL INCOME 28 ________

If the library received funds from a city or county other than the one in which the library is located list the appropriate cities or counties separately and indicate the total of the funds received from each city or county.

Cities or Counties Funding the Library	Amount Received
________	$ ________
________	$ ________
________	$ ________

LIBRARY COLLECTION

		Titles	Volumes, Items or Physical Units
Books and Serials (exclude microforms)	29	______	______
Uncataloged Paperbacks	30	______	______
Government Documents (if in separate collection and exclude microforms)	31	______	______
Microforms (include government documents)	32	______	______
Audio Materials	33	______	______
Films	34	______	______
Video Materials	35	______	______
Machine-Readable Materials	36	______	______
Other Library Materials	37	______	______
TOTALS	38	______	______

Number of subscriptions currently received (periodicals and newspapers in any format) 39 ______

LOCAL LIBRARY SERVICE

Number of library circulation transactions 40 ______

Number of reference transactions received by your library 41 ______

Number of persons attending programs/presentations provided by the library 42 ______

Number of materials used in the library 43 ______

Number of library visits 44 ______

How long is your standard check-out period for books? 45 ______ days

ADULT EDUCATION

Did your library offer any of the following adult education services: (Check all that apply.)

46 ______ ABE - Adult Basic Education classes

47 ______ GED - General Education Development classes

48 ______ ESL - English as a Second Language classes

49 ______ Literacy tutoring or small groups

50 ______ ESL - English as a Second Language tutoring or small groups

51 ______ Family Literacy

52 ______ Workplace Literacy

LONG RANGE PLANNING

Does your library have a current written long range plan? ______Yes ______No

If yes,

What years does it cover? __________ to __________

What method did you use to develop the plan? Check one:

______*A Planning Process for Public Libraries*

______*Planning and Role Setting for Public Libraries*

______Other (please explain briefly)

Does your library intend to create a long range plan or revise your current plan within the next year?

______Yes ______No

LIBRARY BOARDS

If your library has a library board, is it governing or advisory?

______Governing ______Advisory

Board members are (check all applicable)

______Appointed ______Elected

Board members are appointed by (check all applicable)

______City Government ______County Government ______Other

LIBRARY STAFFING AND SALARIES

Number of Full-Time Equivalents*

Persons Holding Title of Librarian

- with master's degree from program accredited by ALA 53 ______________
- other persons holding title of librarian 54 ______________

All other paid staff (exclude plant operation, security and maintenance staff 55 ______________

Total library paid staff 56 ______________

*Divide hours scheduled per week by 40 hours

How many hours last year did volunteers (including community service, Green Thumb, etc.) work in your library? 57 ______________

What was the Head Librarian's annual rate of salary? 58 $ ______________

How many hours per week is the Head Librarian currently employed in library duties? 59 ______ hours per week

RESOURCE SHARING

Number of Requests

Interlibrary loan requests (exclude informational requests) filled by other libraries **for your library users**

- Through a State sponsored Interlibrary Loan Office 60 ____________
- Requests filled by any other method 61 ____________

Interlibrary loan requests **provided to other** libraries 62 ____________

Does your library participate in any reciprocal borrowing agreement?
(Reciprocal borrowing is an agreement between libraries that allows patrons from each library to borrow materials from the other without payment of a nonresident use fee.)

______Yes ______No

If your library participates in a reciprocal borrowing arrangement, please list the libraries with which you have an agreement. ____________

Number of reciprocal loans provided to patrons of other libraries 63 ____________

Does your library charge a non-resident fee or deposit to persons living outside the library's service area?

______Yes ______No

If yes,

Outside what areas (city, county, school district, etc.) does the fee apply? ____________

How many fee-paying non-resident borrowers are registered? ____________

How many materials were circulated to fee-paying non-resident borrowers? ____________

What is the annual cost of a non-resident card? $ ____________

(If there is other than a flat annual charge, please attach a fee schedule.)

What was the total revenue from non-resident fees last year? $ ____________

Does this revenue go to
______ the library
______ the city, county, or school district
______ other (Where? ____________)

Does your library circulate materials to persons living outside the library's tax-supporting service area without a fee or deposit?

______Yes ______No

If yes,

To what areas or groups do you provide free service? ____________

How many non-resident borrowers are registered without charge? ____________

How many materials were circulated to non-resident borrowers without charge? ____________

LIBRARY HOURS

Number of unduplicated hours during a regular week that library service was available from your main library, branch libraries and bookmobiles (Do not count overlapping hours) 64 ____________ per week

Number of duplicated hours of library service provided by all serviceoutlets during the past year. (Count overlapping hours) 65 ____________ per year

SCHEDULE OF HOURS OF THE MAIN LIBRARY OR LIBRARY SYSTEM HEADQUARTERS

(If the library closes for the lunch hour, be sure to reflect this in the schedule.)

REGULAR-SCHEDULE

Sunday ____________________
Monday ____________________
Tuesday ____________________
Wednesday ____________________
Thursday ____________________
Friday ____________________
Saturday ____________________
WEEKLY TOTAL ____________

ADMINISTRATIVE USE ONLY
DO NOT WRITE HERE

SUMMER-SCHEDULE

Sunday ____________________
Monday ____________________
Tuesday ____________________
Wednesday ____________________
Thursday ____________________
Friday ____________________
Saturday ____________________
WEEKLY TOTAL ____________

ADMINISTRATIVE USE ONLY
DO NOT WRITE HERE

LIBRARY USE CHARGES AND FEES

Rule 1.72 of the Rules for Administering the Library Systems Act requires a public library to "provide library services without use charge to all persons residing in the library's tax supporting political subdivision."

The only exceptions at the discretion of the library's governing authority are: "reserving library materials; use of meeting rooms; replacement of lost borrower cards; fines for overdue, lost or damaged materials in accordance with local library policies; postage; in-depth reference services on a contractual basis; photo-copying; library parking; service to non-residents; sale of publications; rental and deposits on equipment; and charges for the use of materials and machine-readable data bases not owned by the library, major resource center, or regional library system for which the vendor or supplier has charged a borrowing fee."

Please describe charges assessed to residents for any library services NOT listed in Rule 1.72 above. Also, please identify the fee structure. Use an additional page if necessary.

____

____

Does your library charge deposits or use fees to any of the groups below that reside within the library's service area? (Check any applicable groups):

______New Residents ______Temporary Residents ______College Students ______Military

If the answer is yes to any of the four choices, please submit a copy of the policy authorizing this charge if the policy is not already on file with the State Library.

BRANCH AND/OR BOOKMOBILE INFORMATION

(Attach a separate sheet if more space is necessary. A library may submit its own published listing of branch hours and locations, if such a list is available. Population estimates listed below should be provided on published list.)

______Branch

______Bookmobile

Library Name ________________________________

Mailing Address ________________________________ - ________
street or p.o. box city zip code +4

Street Address ________________________________ - ________
(if different) street or p.o. box city zip code +4

Phone ________________________________
area code number extension

Telefax ________________________________
area code number

Name of Librarian ________________________________
first name last name

As part of a national program to collect data about public libraries, the U.S. Department of Education would like your best estimate of the size of the population served by each branch library and bookmobile.

This is an estimate of the service population of this branch or bookmobile. **(Check one)**

a. ______	Less than 1,000	f. ______	25,000 - 49,999
b. ______	1,000 - 2,499	g. ______	50,000 - 99,999
c. ______	2,500 - 4,999	h. ______	100,000 - 249,999
d. ______	5,000 - 9,999	i. ______	250,000 - 499,999
e. ______	10,000 - 24,999	j. ______	500,000 or more

REGULAR-SCHEDULE		SUMMER-SCHEDULE	
Sunday		Sunday	
Monday		Monday	
Tuesday		Tuesday	
Wednesday		Wednesday	
Thursday		Thursday	
Friday		Friday	
Saturday		Saturday	
WEEKLY TOTAL		WEEKLY TOTAL	

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DO NOT WRITE HERE

ADMINISTRATIVE USE ONLY
DO NOT WRITE HERE

SYSTEM MEMBERSHIP APPLICATION FORM

Authorization to Apply for New or Continuing System Membership

LIBRARY NAME: ______________________________ CITY _______________

This Authorization for Application should be completed only for the following reasons:

- Your library is applying for new membership in the Texas Library System
- Your library wishes to continue its membership in the Texas Library System for the upcoming state fiscal year (SFY 1992).

All signatures are necessary. Current members of the Texas Library System MUST obtain all necessary signatures if they wish to continue their System membership during SFY 1992.

Signatures of city secretaries, county clerks, and so forth **are not valid** substitutions for the signatures of mayors, city managers, or county judges.

IF you are unable to obtain all necessary signatures before this form is due at the State Library, THEN send to the State Library all other pages **except this Authorization** and indicate approximately when the Authorization for Application will be forthcoming. After obtaining the required signatures, mail this page to the Texas State Library at your earliest convenience.

> *By signing this form, the applying library is certifying that the information presented in its Annual Report for Local Fiscal Year 1990 is complete and accurate.*

AUTHORIZATION

SIGNATURE of Mayor, City Manager, or County Judge, or School Superintendent (Circle applicable one)	Typewritten or printed name
SIGNATURE of Head Librarian	Typewritten or printed name
SIGNATURE of Library Board Chair	Typewritten or printed name

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Attachment 6

TEXAS STATE LIBRARY
LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

William D. Gooch
Director and Librarian

MEMORANDUM

TO: Local Recipients of Texas State Library Grants

FROM: Catherine Lee, Grants Administrator
Library Development Division

DATE: March 2, 1989

SUBJECT: Property Inventory Procedures for Property Purchased Locally With Grant Funds from Texas State Library

Attached is Form TSL 51-12, "Property Inventory Record." All non-expendable property with a unit acquisition cost of $300 or more must be listed on the attached form and forwarded to the Texas State Library following purchase. This includes all such property purchased with program income. Property purchased with program income must be assigned a federal and/or state percentage share depending on the grant from which this income originates.

Non-expendable personal property purchased by the grant recipient, includes equipment, books, films, videocassettes, computer software, and other print and non-print library materials with an acquisition cost per unit of $300 or more. Do not co-mingle different types of media on one form; separate records need to be kept for each type of media. When State Library staff asks you to verify your inventory every two years, you will be sent one printout for equipment and furniture and different printouts for the different types of media you have acquired.

When submitting an inventory sheet for equipment and furnishings, please begin the "Property Description" column with a glossary term. In other words, a cassette tape player would be listed as "AUDIO TAPE DEVICE, Sony cassette tape player." Glossary terms are available in the attached publication. If no glossary term is appropriate, suggest one but avoid using brand names.

The column "Location of Property" identifies the site where the property is actually being used. If the property is placed in a location other than the Major Resource Center central library (e.g., branch libraries, area libraries, community libraries, etc.), fill in the name of the library having actual physical possession of the property or the library to which the property is assigned for an extended period. If the property is on a rotating circuit, then list the originating library, e.g., sponsoring MRC, as the location. Then write "packet" next to location.

(over)

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Administration	(512) 463-5460	Information Services	(512) 463-5455
Administrative Services	(512) 463-5474	Library Development	(512) 463-5465
Archives	(512) 463-5480	Local Records	(512) 463-5478
Blind and Physically Handicapped	(512) 463-5458	Records Management	(512) 454-2705
Data Processing	(512) 463-5483	Fax Number	(512) 463-5436

In virtually every case, property is purchased from a single contract, and we can discern whether federal or state funds are used by the contract number. However, in a few cases, the expense for a property item will be shared between two contracts. If this occurs, please add a note to the form explaining the basis for allocating the cost between contracts.

It is perfectly allowable for a subgrantee to submit inventory information on another form, such as a locally computer-generated record. However, the subgrantee must continue submitting all date elements required on the attached form in order for the contract requirements to be met.

It is essential that the Grant Contract Number assigned by the Texas State Library be included on the form in the blank indicated. If there is no Manufacturer's Serial Number on each separate piece of property purchased, please include a unique inventory control number assigned locally. Please indicate the condition of new items as such under the column headed "Condition."

PROPERTY INVENTORY RECORD *
(Purchase Price More Than $300.00)

1. City or County ____________________

2. Contract Number ________________
(as assigned by Texas State Library)

3. This inventory is for : ☐ Equipment/Furniture ☐ Films ☐ Videocassettes ☐ Computer Software ☐ Monographs ☐ Other (please designate)
(Submit only one category of library material on each inventory form.)

Glossary Term	Description	Mfr.'s Serial # or Other Unique ID #	Purchase Price	Purchase Date (Year/Month/Day)	Location of Property	Condition/ Status
			$			

* All non-expendable personal property with a unit acquisition price of more than $300.00, including equipment, books, films, videocassettes, computer software, and other print and non-print library materials purchased by sub-grantees, must be listed and forwarded to the Library Development Division, Texas State Library, Box 12927, Capitol Station, Austin, Texas 78711 after purchase.

Attachment 7

TEXAS STATE LIBRARY
LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

William D. Gooch
Director and Librarian

MEMORANDUM

TO: Local Recipients of Texas State Library Grants (Excluding Systems)

FROM: Catherine Lee, Grants Administrator
Library Development Division

DATE: March 2, 1990

SUBJECT: Disposition of Nonexpendable Personal Property Purchased With Grant Funds Under Contract from the Texas State Library

Policy on Disposition of Property

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property entrusted to a Major Resource Center from system,

Title III, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally-purchased property would be deposited into the federal account.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in." The term refers to the actual difference not necessarily the trade-in value shown on an invoice.

Assume, for example, a subgrantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in and the cost of the new typewriter with trade-in is $600, then the sale price or the "amount received for trade-in" is $200 ($800 minus $600 equals $200).

Enclosure: Property Disposition Report Form

TEXAS STATE LIBRARY
LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

William D. Gooch
Director and Librarian

MEMORANDUM

TO: Recipients of Texas State Library System Operations Grants

FROM: Catherine Lee, Grants Administrator
Library Development Division

DATE: March 2, 1990

SUBJECT: Disposition of Nonexpendable Personal Property Purchased With Grant Funds Under Contract from the Texas State Library

Policy on Disposition of Property Acquired Through FY 1985

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property entrusted to a Major Resource Center from system,

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Administration	(512) 463-5460	Information Services	(512) 463-5455
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Blind and Physically Handicapped	(512) 463-5458	Records Management	(512) 454-2705
Data Processing	(512) 463-5483	Fax Number	(512) 463-5436

entrusted to a Major Resource Center from system, Title III, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally-purchased property would be deposited into the federal account.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Policy on Disposition of Property Acquired After FY 1985

When non-expendable personal property with a unit acquisition cost of $300 or more is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the Texas State Library. Title to property with a unit acquisition cost of less than $300 shall be vested in the system member library for which the property was purchased.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library.

For property with a unit acquisition cost of $300 or more, the State Library will authorize one of the following alternatives:

1) The subgrantee may be permitted to obtain title. If the property had an acquisition cost of more than $300, then title may be obtained by the subgrantee after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of $300 or more and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of the property must be remitted to the Texas State Library. The recipient may, however, deduct and retain $100 or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

3) The subgrantee may be directed to transfer the property to another subgrantee. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $300 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property in accordance with (2) above.

When property with a unit acquisitions cost of less than $300 is purchased for a system member library, title is vested in that library. The library shall retain the property as long as it is needed to accomplish the purpose of the project. When the property is of no further use, the library may sell it without compensation to either state or federal government.

Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in." The term refers to the actual difference not necessarily the trade-in value shown on an invoice.

Assume, for example, a subgrantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in and the cost of the new typewriter with trade-in is $600, then the sale price or the "amount received for trade-in" is $200 ($800 minus $600 equals $200).

Enclosure: Property Disposition Report Form

DISPOSITION REPORT FOR PROPERTY PURCHASED WITH FEDERAL AND STATE GRANT FUNDS

1. City or County ____________________

2. Contract Number ____________________
(as assigned by Texas State Library)

Property Description	Mfr.'s Serial # or Other Unique ID #	Location of Property	Purchase Price	Purchase Date (Year/Month/Day)	Date of Sale	Sale Price	Other Disp. (Descripe)	Reimbursement Due Texas State Library
			$			$		$

1. Reimbursement checks for property purchased with federal and state funds should be make payable to the Texas State Library and forwarded to this agency unless the recipient is notified to deposit the check in a program income account for an ongoing Texas State Library Grant program. A copy of the Disposition Report must accompany the check.
2. If the property had a purchase price of less than $1000 per unit, or, if the property has no further use value, no reimbursement is necessary.
3. For all property not covered by (2), the property shall be: (a) sold and the Texas State Library shall be reimbursed in an amount computed by applying the percentage of federal or state share to the sale price, or; (b) retained by the recipient for its own use and the Texas State Library shall be reimbursed in an amount computed by applying the percentage of federal or state share in the property to its current market value; or (c) transferred to another location if the Texas state Library exercises its right to transfer the property.

* These procedures do not apply to property purchased by the Texas State Library and loaned to libraries in Texas for an indefinite period of time. This property is subject to different disposition procedures, which are available by writing the Texas Sate Library.

Attachment 8

TEXAS STATE LIBRARY PROPERTY INVENTORY GUIDELINES
EQUIPMENT

Introduction

Since September 1973, the Texas State Library has made cash grants to local agencies of government with funds appropriated through the State Library Systems Act and Titles I and III of the federal Library Services and Construction Act. These cash grants have frequently included budgetary authorization for the purchase of tangible personal property considered necessary to carry out successfully the purposes of the grant program. Under terms of the grant agreement, local agencies agreed to:

- submit an inventory to the Texas State Library of the tangible personal property purchased in whole or part with state and federal grant funds, or program income derived from the use of grant funds;
- conduct a physical inventory for the property at the request of the State Library to determine the condition and location of the property;
- dispose of the property in accordance with instructions from the State Library;
- maintain inventory records which list and describe the property;
- ensure that a control system is in effect to guarantee adequate safeguards to prevent loss, damage, or theft of the personal property; and
- ensure that the property is kept in good condition and that the property is used for the purposes of the grant program.

Inventory Objectives

This inventory is being conducted by the Texas State Library and the local agencies which purchased grant-funded property. Specific objectives for this physical inventory of property are:

- to verify the accuracy and completeness of the descriptive record for each property item;
- to verify the existence, current utilization, and continued need for grant-funded property; and
- to reconcile the property records against the audited expenditures for property.

Definitions

The Texas State Library requires that local agencies provide inventory records for non-expendable personal property purchased with grant funds. Local agencies must also provide inventory records for property acquired with program income generated as a result of the grant. Non-expendable personal property is defined as property having a unit acquisition cost of $300.00 or more and a life expectancy of more than one year. This definition includes equipment, furnishings, computer software, books, video-cassettes, films, and other library materials.

Prior to September 1, 1982, subgrantees were required to file inventory records for all equipment and furnishings with a unit acquisitions cost of $50.00 or more and all videocassettes and films, including bonus films. While local agencies no longer need to file inventory records for new purchases under $300.00, they must continue maintaining and updating the inventory records for the earlier purchases. Provisions for State Library contracts #6 - #177 stipulated the former inventory and disposition practices which are still binding on local agencies.

Scope of Inventory Project

The Texas State Library is limiting this phase of the inventory project to equipment and furnishings. Instructions for conducting inventories of library materials are available from the State Library in separate guidelines.

The property phase of the inventory project will be due to the State Library nine months from the receipt of these guidelines. Local agencies are to contact the Library Development Division staff if any problems arise.

To verify the condition and location of the property assigned by local agencies to other libraries in the state, the Texas State Library staff suggests that you survey the depository libraries. It is not required that you physically verify the condition of the property; rather, you can rely upon the written response of other library directors entrusted with the safekeeping of your equipment.

Within the nine month period, after you complete your inventory, you should return to the State Library one of the print-outs listed below with the status and condition for each item clearly marked. You may return either list.

Specific Instructions

With these instructions, the Texas State Library is sending a print-out by contract number of the property purchased with grant funds. Corresponding contracts from two sources of funds (e.g., Contract 124a with state funds and Contract 124c with federal funds for library system services) are treated as separate grants. This print-out will facilitate reconciliation of the amount of property listed on the inventory records with the amount of grant funds expended for tangible personal property as reported in the final Financial Status Report or the audit report.

By nine months from the date the guidelines are received, you should return the updated printout to the State Library one print-out. On this print-out you should:

- correct any erroneous information;
- furnish information pertaining to the condition or status of the property and/or to the disposition of the property;

  On the enclosed property inventory forms, you should:

- add new property inventory listings which might have been omitted from the inventory records on file at the State Library.

  Follow character limitations mentioned elsewhere in these guidelines whenever possible.

  Use the terms given in the attached Glossary whenever possible. If no appropriate term is given for the item, furnish an appropriate term, but avoid using brand names.

The specific headings on the property inventory print-outs correspond to the information requested on the Property Inventory Forms mailed in each grant agreement packet. Specific definitions for each data element follow:

Description of Property. The Texas State Library identified for each item of property a glossary term. Following this glossary term are the terms used by the local agency to describe the property. When available, the model number is used to further describe the property. If you are adding new property, please try to limit your description to 136 characters.

Identification Number. This number must ensure that the property can be uniquely identified from other similar property. Either a manufacturer's serial number or a unique inventory control number assigned locally will be sufficient. This field can satisfactorily handle a number of 13 characters. If you have two numbers separate them by means of a slash (/). Where more than 13 numbers were provided for an item, the characters after 13 were dropped. If more that 13 characters are critical for local control functions, we suggest that one set of characters be added to the Property Description field.

Contract Number. This is the number assigned by the Texas State Library. The alpha designation is essential to identifying the source of funds, so be sure to differentiate between corresponding contracts, e.g., Contract 124a and 124c.

Vendor. The vendor designation on the property inventory print-out corresponds to the category "Source of Property" on the Property Inventory Form. In this column identify the vendor, supplier or agent directly reimbursed for delivery of the property. Since this information was not requested prior to Contract 76, you are not required to report it for Contracts 6 through 52.

Purchase Price. The purchase or acquisition cost, according to federal regulations, means "the net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired. Other charges such as the cost of installation, transportation, taxes, duty or protective in-transit insurance shall be included in or excluded from the unit acquisitions cost in accordance with the regular accounting practices of the organizations purchasing the equipment. If the item is acquired by trading in another item and paying an additional amount, 'acquisition' cost means the amount received for trade-in plus the additional outlay."

Date of Purchase. This date pertains to the date the property was purchased or acquired. This date may vary according to local accounting and property management systems, but usually it is the date the merchandise was received. However, alternative dates,such as the invoice date, are acceptable.

Local Funds. This column corresponds to the two columns on the Property Inventory Form which are labeled "% Federal" and "% State". Since most property was purchased with funds from a single contract, the State Library only listed on the print-out a percentage if the property item was not exclusively state or federally funded. Therefore, you do not need to add any information to this column unless:

- local funds were used to pay a portion of the property item's cost. In this case the subgrantee would add the percent of local funds used (e.g., "10% local").

- the property item was purchased with funds from two different contracts. For example, if a projector was charged to both Contract 124a and 124c, then the subgrantee should designate in this column of the alphabetically arranged print-out that "45% state, 55% federal" funds were used.

In cases where grant property was traded-in for new property, see Trade-In instructions elsewhere in these guidelines.

Condition/Status. You must designate one of the following codes for Condition (1-5) and Status (6-8) for each item of property listed on the inventory. The eight codes are the following:

Condition (list one for each item)

1. Number 1 means that the property item is new and therefore in excellent condition.

2. Number 2 means that the property is in good condition. It is in working condition and is currently in use exclusively for grant-related purposes.

3. Number 3 means that the property is in good condition. It is in working condition and is currently being shared between the grant program and other local library services.

4. Number 4 means that the property is in good condition. It is in working condition and is currently not being used for any grant-related purposes. However, it is being used for local library services.

5. Number 5 means that the property is damaged. It is broken or in disrepair. Subgrantees should indicate on the annual inventory form whether an effort will be made to repair the item or whether the item will be sold or disposed of in accordance with guidelines.

Status (list one for each item)

6. Number 6 means the property item is missing (e.g., stolen or lost). Stolen items should be reported to the local police and a copy of the police report submitted to the State Library.

7. Number 7 means the property item is stored (e.g., not in use). Subgrantees should indicate whether the property will be used in the immediate future (e.g., film projector which is used as a substitute) or whether the property is no longer serving a useful or necessary purpose. In the latter case, subgrantees should indicate whether the item will be sold or disposed of in accordance with the guidelines.

8. Number 8 means the property item has been disposed of (e.g., sold or traded-in) according to the guidelines. Documentation regarding disposition should be submitted to the State Library immediately after the transaction.

When you return the completed print-out to the State Library, you must include a code from each of the two groups for each piece of property. If a designation from either condition or status grouping is not appropriate, then insert "0." For example, a missing typewriter would be "0/6" since its condition is unknown. A new typewriter would be "1/0" since its condition is new and its status does not fall into missing, stored, or disposed.

Physical Location. This column must be completed for each property item. If property is located in an office or unit not under the direct governance of the local library (e.g., school library), then the location should be more specifically cited.

Date of Sale. If the property was sold, then the date on which the property was transferred to the new owner should be noted on the inventory records. See Disposition Instructions for more information regarding the sale of property.

Sale Price. Identify in this column the price for which the property was sold. Do not include selling costs, such as advertising costs in this column. See Disposition Instructions for more information regarding the sale of property.

Refund Paid TSL. Identify in this column the amount of the refund due the Texas State Library from the sale of property. See Disposition Instructions for more information regarding how to determine the amount of refund.

Other Disposition - Briefly Describe. If the property has been stolen, lost, or destroyed for whatever reason, indicate in this column a description of the problem. If the property was stolen, a copy of the police report must be on file with the Texas State Library. If the State Library's print-out already indicates a number 6 under the Condition/Status column, then a police report is already on file with the State Library.

Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in. The term refers to the actual difference not necessarily the trade-in value shown on an invoice.

Assume, for example, a sub-grantee wishes to purchase a new typewriter to replace an existing typewriter. if the cost of the new typewriter is $800 without trade-in and the cost of the new typewriter with trade-in is $600, then the sale price or the "amount received for trade-in is $200 ($800 minus $600 equals $200).

Policy on Disposition of Property

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property entrusted to a Major Resource Center from system, Title III, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally purchased property would be deposited into the federal account. For grant recipients having no current grant from the State Library, the proceeds from the sale of property with a unit acquisitions cost of less than $1,000 may be retained for local use with no further obligation to either the state or federal government.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Reconciliation Instructions

For a variety of reasons, it is possible that some variance will occur between the amount of audited expenditures for property and the amount included on the property inventory records. The grant recipient must account to the State Library for the variance.

One means for explaining the variance would involve drawing a sample of vouchers and summarizing from the sample the amount of property with a per unit acquisition cost below $50 (or $300 after September 1, 1982) and the amount of auxiliary costs (e.g., cost of installation, transportation, taxes, duty or protective in-transit insurance) which might have been excluded from the purchase prices listed on the inventories. If the variance between the audited and inventoried expenditures is consistent with the variance found on the sample, then a reasonable explanation is available.

Feel free to identify any other means which seems appropriate for explaining the variance between the amount expended for property in the audit and inventory records. If you have any questions, please contact Grants Administrator, Library Development Division, Texas State Library, Box 12927, Austin, Texas 78711 or call 512/463-6626. Office of Management and Budget Circular A-102, Attachment N. Property Management Standards is attached.

TEXAS STATE LIBRARY PROPERTY INVENTORY GUIDELINES
EQUIPMENT
(System Operations Grants)

Introduction

Since September 1973, the Texas State Library has made cash grants to local agencies of government with funds appropriated through the State Library Systems Act and Titles I and III of the federal Library Services and Construction Act. These cash grants have frequently included budgetary authorization for the purchase of tangible personal property considered necessary to carry out successfully the purposes of the grant program. Under terms of the grant agreement, local agencies agreed to:

- submit an inventory to the Texas State Library of the tangible personal property purchased in whole or part with state and federal grant funds, or program income derived from the use of grant funds;
- conduct a physical inventory for the property at the request of the State Library to determine the condition and location of the property;
- dispose of the property in accordance with instructions from the State Library;
- maintain inventory records which list and describe the property;
- ensure that a control system is in effect to guarantee adequate safeguards to prevent loss, damage, or theft of the personal property; and
- ensure that the property is kept in good condition and that the property is used for the purposes of the grant program.

Inventory Objectives

This inventory is being conducted by the Texas State Library and the local agencies which purchased grant-funded property. Specific objectives for this physical inventory of property are:

- to verify the accuracy and completeness of the descriptive record for each property item;
- to verify the existence, current utilization, and continued need for grant-funded property; and
- to reconcile the property records against the audited expenditures for property.

Definitions

The Texas State Library requires that local agencies provide inventory records for non-expendable personal property purchased with grant funds. Local agencies must also provide inventory records for property acquired with program income generated as a result of the grant. Non-expendable personal property is defined as property having a unit acquisition cost of $300.00 or more and a life expectancy of more than one year. This definition includes equipment, furnishings, computer software, books, video-cassettes, films, and other library materials.

Prior to September 1, 1982, subgrantees were required to file inventory records for all equipment and furnishings with a unit acquisitions cost of $50.00 or more and all videocassettes and films, including bonus films. While local agencies no longer need to file inventory records for new purchases under $300.00, they must continue maintaining and updating the inventory records for the earlier purchases. Provisions for State Library contracts #6 - #177 stipulated the former inventory and disposition practices which are still binding on local agencies.

Scope of Inventory Project

The Texas State Library is limiting this phase of the inventory project to equipment and furnishings. Instructions for conducting inventories of library materials are available from the State Library in separate guidelines.

The property phase of the inventory project will be due to the State Library nine months from the receipt of these guidelines. Local agencies are to contact the Library Development Division staff if any problems arise.

To verify the condition and location of the property assigned by local agencies to other libraries in the state, the Texas State Library staff suggests that you survey the depository libraries. It is not required that you physically verify the condition of the property; rather, you can rely upon the written response of other library directors entrusted with the safekeeping of your equipment.

Within the nine month period, after you complete your inventory, you should return to the State Library the print-out or diskette with the status and condition for each item indicated.

Specific Instructions

With these instructions, the Texas State Library is sending a print-out by contract number which lists the inventory records you have filed with the state. For some systems, this information will be provided on a diskette. Corresponding contracts from two sources of funds (e.g., Contract 124a with state funds and Contract 124c with federal funds for library system services) are treated as separate grants. This print-out will facilitate reconciliation of the amount of property listed on the inventory records with the amount of grant funds expended for tangible personal property as reported in the final Financial Status Report and/or the audit report for each grant.

By nine months from the date the guidelines are received, you should return to the State Library the print-out or diskette. On this print-out or diskette you should:

- correct any erroneous information;
- furnish information pertaining to the condition or status of the property and/or to the disposition of the property;

On the enclosed property inventory forms, you should:

- add new property inventory listings which might have been omitted from the inventory records on file at the State Library.

  Follow character limitations mentioned elsewhere in these guidelines whenever possible.

  Use the terms given in the attached Glossary whenever possible. If no appropriate term is given for the item, furnish an appropriate term, but avoid using brand names.

The specific headings on the property inventory print-outs correspond to the information requested on the Property Inventory Forms mailed in each grant agreement packet. Specific definitions for each data element follow:

Description of Property. The Texas State Library identified for each item of property a glossary term. Following this glossary term are the terms used by the local agency to describe the property. When available, the model number is used to further describe the property. If you are adding new property, please try to limit your description to 136 characters.

Identification Number. This number must ensure that the property can be uniquely identified from other similar property. Either a manufacturer's serial number or a unique inventory control number assigned locally will be sufficient. This field can satisfactorily handle a number of 13 characters. If you have two numbers, separate them by means of a slash (/). Where more than 13 numbers were provided for an item, the characters after 13 were dropped. If more than 13 characters are critical for local control functions, we suggest that one set of characters be added to the Property Description field.

Contract Number. This is the number assigned by the Texas State Library. The alpha designation is essential to identifying the source of funds, so be sure to differentiate between corresponding contracts, e.g., Contract 124a and 124c.

Vendor. The vendor designation on the property inventory print-out corresponds to the category "Source of Property" on the Property Inventory Form. In this column identify the vendor, supplier or agent directly reimbursed for delivery of the property. Since this information was not requested prior to Contract 76, you are not required to report it for Contracts 6 through 52.

Purchase Price. The purchase or acquisition cost, according to federal regulations, means "the net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired. Other charges such as the cost of installation, transportation, taxes, duty or protective in transit insurance shall be included in or excluded from the unit acquisition cost in accordance with the regular accounting practices of the organization purchasing the equipment. If the item is acquired by trading in another item and paying an additional amount, 'acquisition' cost means the amount received for trade-in plus the additional outlay."

Date of Purchase. This date pertains to the date the property was purchased or acquired. This date may vary according to local accounting and property management systems, but usually it is the date the merchandise was received. However, alternative dates,such as the invoice date, are acceptable.

Local Funds. This column corresponds to the two columns on the Property Inventory Form which are labeled "% Federal" and "% State". Since most property was purchased with funds from a single contract, the State Library only listed on the print-out a percentage if the property item was not exclusively state or federally funded. Therefore, you do not need to add any information to this column unless:

- local funds were used to pay a portion of the property item's cost. In this case the subgrantee would add the percent of local funds used (e.g., "10% local").
- the property item was purchased with funds from two different contracts. For example, if a projector was charged to both Contract 124a and 124c, then the subgrantee should designate in this column of the alphabetically arranged print-out that "45% state, 55% federal" funds were used.

In cases where grant property was traded-in for new property, see Trade-In instructions elsewhere in these guidelines.

Condition/Status. You must designate one of the following codes for Condition (1-5) and Status (6-8) for each item of property listed on the inventory. The eight codes are the following:

Condition (list one for each item)

1. Number 1 means that the property item is new and therefore in excellent condition.

2. Number 2 means that the property is in good condition. It is in working condition and is currently in use exclusively for grant-related purposes.

3. Number 3 means that the property is in good condition. It is in working condition and is currently being shared between the grant program and other local library services.

4. Number 4 means that the property is in good condition. It is in working condition and is currently not being used for any grant-related purposes. However, it is being used for local library services.

5. Number 5 means that the property is damaged. It is broken or in disrepair. Subgrantees should indicate on the biennial inventory form whether an effort will be made to repair the item or whether the item will be sold or disposed of in accordance with guidelines.

Status (list one for each item)

6. Number 6 means the property item is missing (e.g., stolen or lost). Stolen items should be reported to the local police and a copy of the police report submitted to the State Library.

7. Number 7 means the property item is stored (e.g., not in use). Subgrantees should indicate whether the property will be used in the immediate future (e.g., film projector which is used as a substitute) or whether the property is no longer serving a useful or necessary purpose. In the latter case, subgrantees should indicate whether the item will be sold or disposed of in accordance with the guidelines.

8. Number 8 means the property item has been disposed of (e.g., sold or traded-in) according to the guidelines. Documentation regarding disposition should be submitted to the State Library immediately after the transaction.

When you return the completed print-out to the State Library, you must include a code from each of the two groups for each piece of property. If a designation from either condition or status grouping is not appropriate, then insert "0." For example, a missing typewriter would be "0/6" since its condition is unknown. A new typewriter would be "1/0" since its condition is new and its status does not fall into missing, stored, or disposed.

Physical Location. This column must be completed for each property item. If the property is located at the Major Resource Center library, you should note it as the major resource center city (e.g., Abilene, Amarillo). It has also has been determined to helpful when conducting future inventories to indicate where in the MRC library the property is located (e.g., ILL Office). In the event property is located in an office or unit not under the direct governance of the MRC (e.g., school library), then the location should be more specifically cited.

Date of Sale. If the property was sold, then the date on which the property was transferred to the new owner should be noted on the inventory records. See Disposition Instructions for more information regarding the sale of property.

Sale Price. Identify in this column the price for which the property was sold. Do not include selling costs, such as advertising costs in this column. See Disposition Instructions for more information regarding the sale of property.

Refund Paid TSL. Identify in this column the amount of the refund due the Texas State Library from the sale of property. See Disposition Instructions for more information regarding how to determine the amount of refund.

Other Disposition - Briefly Describe. If the property has been stolen, lost, or destroyed for whatever reason, indicate in this column a description of the problem. If the property was stolen, a copy of the police report must be on file with the Texas State Library. If the State Library's print-out already indicates a number 6 under the Condition/Status column, then a police report is already on file with the State Library.

Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in. The term refers to the actual difference not necessarily the trade-in value shown on an invoice.

Assume, for example, a sub-grantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in and the cost of the new typewriter with trade-in is $600, then the sale price or the "amount received for trade-in is $200 ($800 minus $600 equals $200).

Policy on Disposition of Property Acquired Through FY 1985

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property entrusted to a Major Resource Center from system, Title III, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally purchased property would be deposited into the federal account.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Policy on Disposition of Property Acquired After FY 1985

When non-expendable personal property with a unit acquisition cost of $300 or more is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the Texas State Library. Title to property with a unit acquisition cost of less than $300 shall be vested in the system member library for which the property was purchased.

The recipient shall retain the property in the project as long as the property is needed to accomplish the purpose of the project. This provision applies even if the project is not currently supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library.

For property with a unit acquisition cost of $300 or more, the State Library will authorize one of the following alternatives:

1) The subgrantee may be permitted to obtain title. If the property had an acquisition cost of more than $300, then title may be obtained by the subgrantee after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of $300 or more and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of the property must be remitted to the Texas State Library. The recipient may, however, deduct and retain $100 or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

3) The subgrantee may be directed to transfer the property to another subgrantee. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $300 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property in accordance with (2) above.

When property with a unit acquisitions cost of less than $300 is purchased for a system member library, title is vested in that library. The library shall retain the property as long as it is needed to accomplish the purpose of the project. When the property is of no further use, the library may sell it. The proceeds from the sale of property may be retained for local use with no further obligation to either state or federal government.

Reconciliation Instructions

For a variety of reasons, it is possible that some variance will occur between the amount of audited expenditures for property and the amount included on the property inventory records. The grant recipient must account to the State Library for the variance.

One means for explaining the variance would involve drawing a sample of vouchers and summarizing from the sample the amount of property with a per unit acquisition cost below $50 (or $300 after September 1, 1982) and the amount of auxiliary costs (e.g., cost of installation, transportation, taxes, duty or protective in-transit insurance) which might have been excluded from the purchase prices listed on the inventories. If the variance between the audited and inventoried expenditures is consistent with the variance found on the sample, then a reasonable explanation is available.

Feel free to identify any other means which seems appropriate for explaining the variance between the amount expended for property in the audit and inventory records. If you have any questions, please contact Grants Administrator, Library Development Division, Texas State Library, Box 12927/Capitol Station, Austin, Texas 78711 or call 512/463-6626.

TEXAS STATE LIBRARY
LIBRARY MATERIALS INVENTORY
GUIDELINES

Introduction

Since September 1973, the Texas State Library has made cash grants to local agencies of government with funds appropriated through the State Library Systems Act and Titles I and III of the federal Library Services and Construction Act. These cash grants have frequently included budgetary authorization for the purchase of tangible personal property considered necessary to carry out successfully the purposes of the grant program. Under terms of the grant agreement, local agencies agreed to:

- submit an inventory to the Texas State Library of the tangible personal property purchased in whole or part with state and federal grant funds, or program income derived from the use of grant funds;

- conduct a physical inventory for the property at the request of the State Library to determine the condition and location of the property;

- dispose of the property in accordance with instructions from the State Library;

- maintain inventory records which list and describe the property;

- ensure that a control system is in effect to guarantee adequate safeguards to prevent loss, damage, or theft of the personal property; and

- ensure that the property is kept in good condition and that the property is used for the purposes of the grant program.

Inventory Objectives

This inventory is being conducted by the Texas State Library and the local agencies which purchased grant-funded library materials. Specific objectives for this physical inventory of property are:

- to verify the accuracy and completeness of the descriptive record for each item;

- to verify the existence, current utilization, and continued need for grant-funded materials; and

- to reconcile the property records against the audited expenditures for materials.

Definitions

The Texas State Library requires that local agencies provide inventory records for non-expendable material purchased with grant funds. Local agencies must also provide inventory records for materials acquired with program income generated as a result of the grant. Non-expendable material is defined as material having a unit acquisition cost of $300.00 or more and a life expectancy of more than one year. This definition includes computer software, books, video-cassettes, films, and other library materials.

Prior to September 1, 1982, subgrantees were required to file inventory records for all equipment and furnishings with a unit acquisitions cost of $50.00 or more and all videocassettes and films, including bonus films. While local agencies no longer need to file inventory records for new purchases under $300.00, they must continue maintaining and updating the inventory records for the earlier purchases. Provisions for State Library contracts #6 - #177 stipulated the former inventory and disposition practices which are still binding on the local agencies.

Scope of Inventory Project

The Texas State Library is limiting this phase of the inventory project to films and other library materials. This materials report is due to the State Library within six months from receipt of these guidelines. Local agencies are to contact the State Library, Library Development Division staff if any problems arise.

If any library materials are on deposit at member libraries, the Texas State Library staff suggests that you survey the depository libraries to verify the condition and location of materials. It is not necessary that you physically verify the condition; you can rely upon the written response of the local library directors entrusted with the safekeeping of the materials.

Within the six month period, after you complete your inventory, you should return to the State Library one of the print-outs listed below with the status and condition for each item clearly marked. You may return either list.

Specific Instructions

With these instructions, the Texas State Library is sending you two print-outs of the inventory records for each type of media (film, monograph, videocassette, etc.) you have filed with the state:

- A print-out by contract number of materials purchased with grant funds. Corresponding contracts from two sources of funds (e.g., Contract 124a with state funds and Contract 124c with federal funds for library system services) are treated as separate grants. This print-out will facilitate reconciliation of the amount of materials listed on the inventory records with the amount of grant funds expended for tangible library materials as reported in the audit, if discretely identified.

Specific Instructions (continued)

- a print-out arranged alphabetically by title.

By six months from the date the guidelines are received, you should return to the State Library the print-out by contract number. On this print-out you should:

- correct any erroneous information;
- furnish information pertaining to the condition or status of the materials and/or to the disposition of materials;

On the enclosed inventory forms, you should:

- add new material inventory listings which might have been omitted from the inventory records on file at the State Library.
- Follow character limitations mentioned elsewhere in these guidelines whenever possible.

The specific headings on the inventory print-outs correspond to the information requested on the inventory forms mailed in each grant agreement packet. Specific definitions for each data element follow:

Description of Material. This field includes the title of the film or other library material. When submitting information about monographic purchases on the property form, use full bibliographic citations, including copy numbers. Because of character limitations in the title field, this information will be truncated on the print-out which is prepared by the State Library.

Identification Number. Include in this field the unique inventory number of films, videocassettes, computer software, etc. Either a manufacturer's serial number or a unique inventory control number assigned locally will be sufficient. For monographs, include the classification number. If possible, include the copy number in this field. If you cannot include the copy number in this field and stay within the character limitation, include the copy number in the Description of Material.

Contract Number. This is the number assigned by the Texas State Library. The alpha designation is essential to identifying the source of funds, so be sure to differentiate between corresponding contracts, e.g., Contract 124a and 124c.

Vendor. The vendor designation on the inventory print-out corresponds to the category "Source of Material" on the inventory form. In this column identify the vendor, supplier or agent directly reimbursed for delivery of the material. Since this information was not requested prior to Contract 76, you are not required to report it for Contracts 6 through 52.

Specific Instructions (continued)

Purchase Price. The purchase or acquisition cost, according to federal regulations, means the net invoice price of the material. Other charges such as transportation, taxes, duty or protective in-transit insurance shall be included in or excluded from the unit acquisition cost in accordance with the regular accounting practices of the organization purchasing the equipment. If the item is acquired by trading in another item and paying an additional amount, 'acquisition' cost means the amount received for trade-in plus the additional outlay."

Date of Purchase. This date pertains to the date the material was purchased or acquired. This date may vary according to local accounting and material management systems, but usually it is the date the merchandise was received. However, alternative dates,such as the invoice date, are acceptable.

Local Funds. This column corresponds to the two columns on the inventory form which are labeled "% Federal" and "% State". Since most material is purchased with funds from a single source contract, the field is usually blank. The State Library only lists on the print-out a percentage if the material item was not exclusively state or federally funded. Therefore, you do not need to add any information to this column unless:

- local funds were used to pay a portion of the item's cost. In this case the subgrantee would add the percent of local funds used (e.g., "10% local").
- the item was purchased with funds from two different contracts. For example, if a film was charged to both Contract 124a and 124c, then the subgrantee should designate in this column of the alphabetically arranged print-out that "45% state, 55% federal" funds were used.

In cases where grant material was traded-in for new material, see Trade-In Instructions elsewhere in these guidelines.

Specific Instructions (continued)

Condition/Status. You must designate one of the following codes for Condition (1-5) and Status (6-8) for each item of material listed on the inventory. The eight codes are the following:

Condition (list one for each item)

Number 0 means none of the following designations apply.

1. Number 1 means that the material is new and therefore in excellent condition.
2. Number 2 means that the material is in good condition. It is in working condition and is currently in use exclusively for grant-related purposes.
3. Number 3 means that the material is in good condition. It is in working condition and is currently being shared between the grant program and other local library services.
4. Number 4 means that the material is in good condition. It is usable, but is not currently being used for any grant-related purposes. However, it is being used for local library services.
5. Number 5 means that the material is damaged. It is broken or in disrepair. Subgrantees should indicate on the annual inventory form whether an effort will be made to repair the item or whether the item will be sold or disposed of in accordance with guidelines.

Status (list one for each item)

6. Number 6 means the material is missing (e.g., stolen or lost). Stolen items should be reported to the local police and a copy of the police report submitted to the State Library.
7. Number 7 means the material is stored (e.g., not in use). Subgrantees should indicate whether the material will be used in the immediate future or whether the material is no longer serving a useful or necessary purpose. In the latter case, subgrantees should indicate whether the item will be sold or disposed of in accordance with the guidelines.
8. Number 8 means the material has been disposed_of (e.g., sold or traded-in) according to the guidelines. Documentation regarding disposition should be submitted to the State Library immediately after the transaction.

Specific Instructions (continued)

When you return the completed print-out to the State Library, you must include a code from each of the two groups for each piece of material. If a designation from either condition or status grouping is not appropriate, then insert "0." For example, a missing film would be "0/6" since its condition is unknown. A new film would be "1/0" since its condition is new and its status does not fall into missing, stored, or disposed.

Physical Location. This column must be completed for each material item. If the material is located at the Major Resource Center library, you should note it as the major resource center city (e.g., Abilene, Amarillo). However, if the material is located in an office or unit not under the direct governance of the MRC (e.g., school library), then the location should be more specifically cited.

Other Disposition-Briefly Describe. If the material has been stolen, lost, or destroyed for whatever reason, indicate in this column a description of the problem. If the material was stolen, a copy of the police report must be on file with the Texas State Library. If the State Library's print-out already indicates a Number 6 under the Condition-Status column, then a police report is already on file with the State Library.

Policy on Trade-Ins

Material may be exchanged for replacement material if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original item is traded in, the subgrantee should file with the State Library a Disposition Form and should note that the material is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement without a trade-in minus the amount paid with the trade-in. The term refers to the actual difference, not necessarily the trade-in value shown on an invoice."

Policy on Disposition of Material

When non-expendable material is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the material in the project as long as there is need for the material to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the material to accomplish the purposes of the project, the recipient may use the material in connection with other library services, with priority being given to other federal or state supported library activities. When the material no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the material had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the material.

(2) The subgrantee may be directed to sell the material. If the material had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the material in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan material held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other material entrusted to a Major Resource Center from system, Title III, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the material, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally-purchased material would be deposited into the federal account. For grant recipients having no current grant from the State Library, the proceeds from the sale of material with a unit acquisitions cost of less than $1,000 may be retained for local use with no further obligation to either the state or federal government.

If the material had a unit acquisition cost of $1,000 or more, the recipient may sell the material and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the material to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the material title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the material, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal material having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the material and reimburse the state or federal government in accordance with (2) above.

Reconciliation Instructions

For a variety of reasons, it is possible that some variance will occur between the amount of audited expenditures for material, when available, and the amount included on the material inventory records. The grant recipient must account to the State Library for the variance. The State Library staff will evaluate whether the variance is within acceptable range.

Feel free to identify any other means which seems appropriate for explaining the variance between the amount expended for material in the audit and inventory records. If you have any questions, please contact Grants Administrator, Library Development Division, Texas State Library, Box 12927/Capitol Station, Austin, Texas 78711 or call 512/463-6626. Office of Management and Budget Circular A-102, Attachment N, Property Management Standards is attached.

Attachment 9

Standard Form 269

Financial Status Report

(Long Form)

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned By Federal Agency	OMB Approval No. 0348-0039	Page of pages

3. Recipient Organization (Name and complete address, including ZIP code)

4. Employer Identification Number	5. Recipient Account Number of Identifying Number	6. Final Report ☐ Yes ☐ No	7. Basis ☐ Cash ☐ Accural
8. Funding/Grant Period (See instructions) From: (Month, Day, Year)	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day, Year)

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total outlays			
b. Refunds, rebates, etc.			
c. Program income used in accordance with the deduction alternative			
d. Net outlays (Line a, less the sum of lines b and c)			
Recipient's share of net outlays, consisting of: e. Third party (in-kind) contributions			
f. Other Federal awards authorized to be used to match this award			
g. Program income used in accordance with the matching or cost sharing alternative			
h. All other recipient outlays not shown on lines e,f, or g			
i. Total recipient share of net outlays (Sum of lines e,f,g, and h)			
j. Federal share of net outlays (line d less line i)			
k. Total unliquidated obligations			
l. Recipient's share of of unliquidated obligations			
m. Federal share of unliquidated obligations			
n. Total federal share (sum of lines j and m)			
o. Total federal funds authorized for this funding period			
p. Unobligated balance of federal funds (Line o minus line n)			
Program income, consisting of: q. Disbursed program income shown on lines c and/or g above			
r. Disbursed program income using the addition alternative			
s. Undisbursed program income			
t. Total program income realized (sum of lines q, r and s)			

11. Indirect Expense	a. Type of Rate (Place "X" in appropriate box) ☐ Provisional	☐ Predetermined	☐ Final	☐ Fixed
	b. Rate	c. Base	d. Total Amount	e. Federal Share

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Typed or Printed Name and Title	Telephone (Area code, number and extension)
Signature of Authorized Certifying Offical	Date Report Submitted

Previous Editions not usable

Standard Form 269 (REV 4-88)

Attachment 10

MONITORING GUIDE: GENERAL POLICIES

The focus of onsite monitoring of a library system will be on performance, and specifically on determining:

1. How effective is the system in setting and meeting its performance objectives?
2. How effective is the system program in meeting the needs of the membership?
3. How efficient is the system operation in carrying out the annual plan of service at a reasonable cost per unit of service?
4. How effective is the system in evaluating current services, and in planning for the changing needs of the membership?
5. How effective is the management of the system grant in such specific areas as accounting and auditing, property inventory, and contract oversight?

During the monitoring visits, the Texas State Library will meet with the following persons on an individual basis:

1. The Major Resource Center (MRC) director
2. The MRC assistant director, if that person is directly involved/and or charged with system responsibilities
3. The library's business manager or fiscal officer, if a fiscal review is regarded as necessary
4. The system coordinator
5. System Advisory Council members, whenever possible
6. Selected system member directors

Performance data will be derived from the system Standardized Report Forms and Local/System Objectives Forms which are submitted monthly to the State Library. Other source material will be annual and biennial system plans of service, biannual evaluation reports, and Financial Status Reports.

State Library staff will visit two or three system member libraries of various sizes and will discuss with the library directors their reactions to the services they have received.

A financial management review will be conducted if there have been problems with the fiscal management of grant funds.

Two weeks following the onsite interviews, the State Library staff will prepare a written report, which will be sent to the MRC director, the system coordinator and the system advisory council chair. The report will be available for others upon request.

Appendix C

DISSEMINATION OF LSCA INFORMATION

The process of information dissemination provides for the distribution and review of LSCA documents, the periodic publication of program descriptions and evaluations, and the provision of information concerning cooperative multi-library endeavors to the public.

Before the Long Range Plan is submitted to the U.S. Department of Education, it is sent to the Governor's Budget and Planning Office. Since many of the state agencies have overlapping constituencies and service programs, the Budget and Planning Office distributes copies of all annual and long range programs required under federal law to the appropriate agencies for their review and comments.

The widest possible national distribution of all LSCA documents is through the ERIC Clearinghouse. The Long Range Plan, the Annual Program of Service and the Annual Report(s) are submitted to ERIC when final approval from the Department of Education is received.

The Library Services and Construction Act Advisory Council and the Library Systems Act Advisory Board also review the Plan. Copies are available for loan to any interested person through the Library Science Collection of the Texas State Library.

Information about the Long Range Plan has been disseminated through the State Library's publication, Texas Libraries. Articles in the Library Development Division's publication, Library Developments, are published periodically about all LSCA activities. Both publications have wide circulation throughout the state including public libraries, regional Systems Advisory Council members, consortia of state agencies, other State Libraries, branches of major public libraries, state residential institutions, academic libraries, Library Systems Act Advisory Board, LSCA Advisory Council, System Coordinators, library schools, and interested individuals and organizations.

In addition to disseminating information derived from the Long Range Plan, the State Library also seeks to provide updated information to the public on the development of programs through cooperative networks of libraries.

This information is important to ensure the effective coordination of resources of multi-type libraries, to encourage the further development of cooperative efforts and to make the public aware of the services available through such efforts. Some of the various mechanisms for dissemination include periodic articles and reports published in Texas Libraries, program descriptions published in the newsletters of the ten systems, and articles in Library Developments.

The State Library is also committed to informing the public of the services offered through cooperative programs. The dissemination of information to the public is essential in order to assure equitable and maximum use of resources. This is of particular importance in areas of Texas where programs impact on linguistically diverse user groups. Some of the mechanisms for increasing the public's awareness of available services include radio and television spots, bilingual flyers, posters, etc. produced by regional systems, and articles and reports published in Texas Libraries.

Regular meetings of system personnel will be sponsored by the State Library to ensure that system coordinators have an opportunity to exchange information about their project accomplishments and problems. In addition, attempts are made to keep the public library community apprised of significant developments in the project through this division's publication program.

COORDINATION OF LSCA PROGRAMS WITH INSTITUTIONS OF HIGHER EDUCATION AND PUBLIC SCHOOLS

The Governor's Office of Planning and Budget sends the LSCA Annual Program of Service and the Long Range Plan to the Texas Education Agency, the Coordinating Board, Texas College and University System, and various other state agencies with educational responsibilities. Thus the agencies are informed of areas of mutual concern and given an opportunity to comment. The two agencies mentioned above, as well as the Texas Commission for the Blind, the Texas Commission for the Deaf, and the Texas Department of Mental Health and Mental Retardation have provided comments in recent years.

The Long Range Plan for Statewide Library Development makes reference to several ongoing and future multitype cooperative projects. State Library funding is provided for the Major Resource Center Bibliographic Network, which includes all types of libraries entering records into OCLC. The Interlibrary Loan network is open to public, special, and academic libraries. The Texas State Library continues to maintain and staff a Library Science Collection for state-wide usage by any interested persons; specialized consulting is provided upon request to public, academic, school, and special libraries. The State Library assists in the collection, analysis, and publication of statistics from Texas' public, special, and academic libraries to assist libraries in their own planning and evaluation efforts and to provide data for long range planning by the state.

The agency facilitates, coordinates, and promotes statewide library continuing education activities, and provides specialized training for staffs of all types of libraries. Audio-visual program consultation and training are available to all public, academic, and institutional libraries. Feasibility studies are proposed on development of cost-effective rapid interlibrary materials delivery systems and on inclusion of school libraries in existing interlibrary materials and information networks.

Recent examples of Title III demonstrations of multitype cooperation include:

-- development of a machine readable data base of the holdings of public and academic libraries in the Amarillo area.

-- compilation and publication of a directory of all types of libraries in the Central Texas area.

-- development of a central bibliographic data base with on-line access at each participating library in Plano.

-- an educational program in corrective and preventive conservation for public and academic libraries in Richardson.

-- a cooperative school/public library project which serves two schools without libraries and includes services to an adult learning center in Houston.

- production of union lists of serials for libraries in the Abilene area, the San Antonio area, the East Texas region, and the West Texas region.

- initiation of a multitype library automation project with El Paso Community College District and El Paso Public Library.

- resource sharing through a joint on-line automated library system for four libraries - Grayson County College, Denison Public Library, Austin College, and Sherman Public Library.

- development of a union list of federal and state government serial publications held by the Texas State Library.

- enhancement of the Harrington Library Consortium's automated network to improve access for patrons and staff of nineteen (19) public, school, and academic libraries in the Panhandle region.

- conversion of bibliographic holdings of sixteen (16) school and public libraries to machine readable form and creation of a union catalog on optical disk to facilitate resource sharing in Brazoria County.

- production of a union catalog from the records of five Association of Higher Education libraries.

- creation of a union catalog on CD-ROM of holdings of thirty-one (31) public, academic, school, and hospital libraries in the South Texas area.

- study to determine feasibility for interlibrary cooperation by the Corpus Christi Public Libraries, Corpus Christi Independent School District, and Catholic Schools of the Corpus Christi Diocese.

In addition, representatives of higher education and public schools serve on both the LSCA Advisory Council and the LSA Advisory Board to assist in the formulation and evaluation of LSCA funded programs.

In its report to the Sunset Commission the Texas State Library noted that many of its services were targeted for public, academic, school, and special libraries, yet its statutory authority is limited to public libraries. The State Library asked for clarification of its role in coordinating multitype library services and pointed out that enabling legislation is required giving the State Library authority to administer and fund these services. The Sunset Advisory Commission approved draft legislation to be submitted for legislative action in the 1983 session of the Texas Legislature which would amend the current law and provide the State Library with legal authority "to aid and encourage the development of and cooperation between all types of libraries ...". This legislation was subsequently adopted by the Texas Legislature and signed by the Governor in May, 1983.

The Texas Library Association (TLA) and the Texas Council of Library Networks (TCLN) both worked for designation of the State Library as the planning agency of a statewide multitype library system. This status does not conflict with the authority of the Texas Education Agency and the Coordinating Board, Texas College and University System.

Appendix E

POLICIES AND PROCEDURES:
ALLOCATION OF TITLE I FUNDS

Consistent with the criteria set forth in the Texas Basic State Plan, the State-Federal Agreement, and with the maintenance of effort levels for funding of state institutional library services and for library services to the blind and physically handicapped, the Texas State Library will allocate funds for activities and projects as approved by:

(1) the Texas Legislature and Governor's Office through the Biennial Budget process

(2) the State Library and Archives Commission as approved in the LSCA Annual Program

and will allocate funds for activities and projects for which there is an identified need.

All activities and projects will be presented to the LSCA Advisory Council for their recommendations. Priority will be given to the library needs of disadvantaged persons residing in urban or rural areas with high concentrations of low-income families and in areas with high concentrations of persons of limited English-speaking ability. Because of the dispersion and high incidence these two target groups, the LSCA Advisory Council can address this priority by assuring that projects improve the overall level of library services in the state, in addition to including various sub-projects, in some cases, which specifically target disadvantaged persons.

Administrative Policies Title I

(1) For purposes of matching LSCA Title I funds and computing "Maintenance of Effort," the State Fiscal Year (September 1 through August 31 which ends during the appropriate federal fiscal year) shall be used for reporting state expenditures.

(2) All grant administration policies will be based on Office of Management and Budget Circular A-87 and HHS Guide OASC-10 as modified by the Uniform Grant and Contract Management Act of 1981. The program is also subject to the *Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, 34 CFR 76 (State Administered Program), 34 CFR 77 (Definitions that Apply to Department Regulations), 34 CFR 78 (Education Appeal Board), and 34 CFR 770 (LSCA State Administered Program - LSCA Implementing Regulations).

(3) Established public libraries submitting applications for funding must be qualified as members in the Texas Library System; those applying for establishment grants must meet the criteria for membership as established in the *Rules for Administering the Library Systems Act*.

(4) A factor in the determination of grant awards will be the performance of the applicant on past, state-funded, Title I, Title II, and Title III grant programs, as measured by timely and complete adherence to both fiscal and programmatic requirements.

Appendix F

POLICIES AND PROCEDURES: ALLOCATION OF TITLE II FUNDS

As set forth in the *Texas Basic State Plan*, the Texas State Library will award grants for construction of public library facilities in years which Library Services and Construction Act, Title II funds have been appropriated.

Preapplications for Title II grants will be rated according to a system which awards points based on four criteria. These criteria are:

1. Whether the proposed facility will serve an unserved or recently unserved county;
2. The type of construction project proposed;
3. The relative need for additional space according to the Texas Library Association's Standards and Guidelines for Texas Public Libraries; and;
4. The percentage of the estimated project cost to be paid for with local funds which is available at the time of preapplication submittal.

The rating system is as follows:

1. UNSERVED COUNTY - 10 points.

   The proposed construction project is in a county presently without public library service, or in a county which has established service in the past three years.

2. TYPE OF CONSTRUCTION PROJECT - 25 point maximum.

A.	Construction of a new central library facility or purchase of an existing building to be converted to a central library facility.	25 points
B.	Addition to an existing central library facility.	20 points
C.	Construction of a new branch library facility or purchase of or addition to an existing building to be converted to a branch library facility.	15 points
D.	Remodeling of an existing library building.	5 points

3. LIBRARY SPACE NEEDS - 50 points maximum.

To what extent does the combined gross square footage of existing library facilities (main, branches) meet the Texas Library Association standard? Points are assigned by using this formula:

$$\text{Points} = \frac{100 - \text{Percent of Standard}}{2}$$

4. FUNDING AVAILABLE - 50 points maximum.

What percentage of the project's total estimated cost to be paid for with local funds is available at the time of preapplication submittal? Points are assigned by using this formula:

$$\text{Points} = \frac{\text{Percent of local funding available}}{2}$$

Staff recommendations to the State Library and Archives Commission for Title II funding will consist of the highest ranked preapplications, up to the total funds available.

Administrative Policies Title II

(1) Applicants must show a match equal to at least the amount of the grant they are requesting. Project costs may include in-kind contributions, if applicants can furnish adequate documentation for computing the cost in accordance with the *Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*. However, projects with a cash match will receive higher funding priority.

(2) All grant administration policies will be based on Office of Management and Budget Circular A-87 and HHS Guide OASC-10, as modified by the Uniform Grant and Contract Management Act of 1981. The grant program is also subject to 34 CFR 80 (*Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*), 34 CFR 76 (State Administered Program), 34 CFR 77 (Definitions that Apply to Department Regulations), 34 CFR 78 (Education Appeal Board), and 34 CFR 770 (LSCA State Administered program - LSCA Implementing Regulations).

(3) A Title II grant will not be awarded to libraries which evidenced poor performance on prior state-funded Title I, Title II, and Title III projects, as measured by timely and complete adherence to all fiscal and programmatic requirements.

(4) Established libraries submitting applications for funding must be qualified as members in the Texas Library System.

(5) Applicants proposing to initiate service with the new facility must furnish certification that they will meet the criteria established by the Texas State Library for membership in the Texas Library System when the facility opens for service.

POLICIES AND PROCEDURES:
ALLOCATION OF TITLE III FUNDS

Title III in Texas may be utilized for operating a statewide interlibrary loan network or for demonstration grants.

Title III funds may also be made available on a discretionary basis to fund projects involving cooperation between two or more types of libraries.

These funds may also be used to fund the Major Resource Center Bibliographic Network which allows the MRC's to cooperate with other types of libraries through the shared OCLC cataloging database.

OBJECTIVE 1: **OPERATE A STATEWIDE INTERLIBRARY LOAN NETWORK**

1. Locate requested information and informational materials and arrange their delivery to the requesting library through the operation of an interlibrary loan network, Texas State Library Communications Network, which is a statewide system of libraries.
2. Foster and facilitate low-cost communications between and among libraries and other information facilities within the state.
3. Produce and/or provide access to union lists, cumulative indices, directories, and other bibliographic tools to support rapid identification, access, and referral within the state.
4. Plan and carry out programs to inform potential users of the services of the network.
5. Unique Special Collections: Designate and sustain for service to the people of the state major collections and access mechanisms for wider internal use and greater self-sufficiency within the state.

An evaluation of the project will be made based on the following criteria:

a. volume of requests by type of library

b. average response time to process a request

c. average cost to fill a request.

OBJECTIVE 2: PROVIDE MEANS WHEREBY INNOVATIVE INFORMATION SERVICES ARE MADE AVAILABLE THROUGH DEMONSTRATION GRANTS

6. To encourage multitype library coordination, through the administration of LSCA Title III grants, to facilitate significant cooperative ventures with potential for long term impact.

7. Provide start-up funds for interstate, statewide, regional and local networks of library and information centers, consisting of two or more types of libraries.

8. To coordinate all network developments with national, regional, and state trends and systems designs in order to develop a state-based network, including all Texas libraries, that is compatible technically and operationally with future networks.

9. To demonstrate in a regional and/or statewide library and information network, services, hardware, access procedures, or bibliographic tools that will make available the total information and informational resources of Texas libraries to the primary users of each library type, including the information resources of state government agencies.

10. To conduct demonstrations of interlibrary cooperation in accordance with standards set by the appropriate federal agencies or national associations.

11. To produce and/or provide access to union lists, cumulative indices, directories, and other bibliographic tools to facilitate rapid identification, access, and referral.

12. To coordinate and assist in developing computer support for individual or cooperative library processing or information retrieval.

13. To demonstrate low-cost communications systems between and among Texas libraries and information centers.

14. To support or conduct research, development, and evaluation in areas of statewide or interstate concern, and to disseminate information relating to those areas of concern.

15. To provide information to the public about cooperative networks of libraries, which provide for the systematic and effective coordination of the resources of the school, public, academic, and special libraries and information centers for improved supplementary services for the special clientele served by each type of library or center.

Rather than providing continuing operational funds, the intent of Title III is to encourage demonstrations of multitype library cooperation. Demonstration grant evaluation criteria follow:

These criteria will be used by the LSCA Advisory Council to evaluate Title III proposals. For several criteria, a range of points has been indicated. Where there is no range of points indicated, a proposal will be credited with all or none of the points. The total number of points is 100.

In evaluating proposals, reviewers will judge the quality of the application submitted; points will generally not be awarded for merely submitting all required proposal components.

To be considered for funding an application must receive an adjusted mean score of 50 or above. (An adjusted mean is an arithmetic mean calculated after excluding the highest and lowest scores.)

Abstract

Points	
0 - +2	Abstract of proposal is included.

Needs

	Points	
a.	0 - +4	description of a significant patron need(s)
b.	0 - +3	explanation of inadequacy of current responses
c.	0 - +2	explanation of how these needs and responses were assessed
d.	0 - +3	evidence of consideration of alternative solutions, and the basis for their rejection
e.	0 - +2	description of how the selected alternative will help meet need(s)

Purpose

	Points	
a.	0 - + 4	clear statement of purpose for proposed program
b.	0 - + 5	program purpose clearly related to the identified needs

Scope

	Points	
a.	0 - +2	clear statement of which libraries/service agencies are to be involved, and how; if applicable, letters of concurrence with projects' objectives, costs, etc.
b.	0 - +3	potential for utilizing project results in other projects
c.	0 - +5	relationship of the project to other library developments; priority in scope will be given in the following order: 5 statewide 3 regional 1 local 0 insignificant relationship
d.	0 - +6	significance of the project concept for library development in Texas
e.	0 - +3	degree to which project concept is innovative

Operation Plan

	Points	
a.	0 - +5	a timeline specifying when critical events must be completed is reasonable and complete
b.	0 - +2	an organization chart or narrative that describes the relationship of project staff to one another and to library management structure
c.	0 - +2	a description of facilities, equipment, and/or library materials, needed for the project and method of procurement: in-kind contribution, lease or purchase
d.	0 - +3	description of how project objectives will be achieved
e.	0 - +2	a description of the method of reporting project status to governing authority

Staffing

	Points	
a.	0 - +4	project manager is already designated and well qualified
b.	0 - +3	project staffing is appropriate and justified

Publicity Plan

Points	
0 - +2	adequate plan for publicizing the project

Evaluation Plan

	Points	
a.	0 - +6	measurable objectives which are appropriate
b.	0 - +2	methods of collecting performance data are reasonable and adequate

Budget

	Points	
a.	0 - +6	degree to which expenses for staff, equipment, and operating costs are justified and appropriate for the tasks proposed
b.	0 - +5	costs are appropriate to amount of services provided; cost per unit of service is reasonable
c.	0 - +4	degree of local funding support (direct and in-kind)

Local funding support is not a requirement of the Title III Grant Program; however, points will be given to applicants demonstrating local commitment, as expressed by the percent of local funds to federal funds.

+0	0 - 25	percent of federal funds
+1	26 - 50	percent of federal funds
+2	51 - 75	percent of federal funds
+3	76 - 100	percent of federal funds
+4	101 -	percent of federal funds

Special Criteria for Automation/Non-Automation Projects (10 points)

For library automation projects only (10 points):

a. 0 - +4 written five year plan for the project, which includes projected costs; collection strengths, sizes, overlap, and growth; retrospective conversion; hardware and software; project administration and staffing; staff training; telecommunications; site preparation; and patron and item conversion/labelling. Participating libraries must also have written five year plans.

b. 0 - +3 signed formal agreements between each applicant's governing authority committing or intending to commit adequate funds to maintain, operate and staff the automated system for five years, according to the resource requirements in the cost study.

c. 0 - +3 full reciprocal borrowing services agreement among all participants for projects involving shared or linked systems; limited reciprocal borrowing agreement for projects involving only a union catalog (e.g., CD-ROM). The agreement covers a five year time period.

For non-automation projects only (10 points):

d. 0 - +10 degree to which proposal meets the objectives of the State Library's Automation and Resource Sharing Plan.

ADMINISTRATIVE POLICIES FOR TITLE III

(1) All grant administration policies will be based on Office of Management and Budget Circular A-87 and HHS Guide OASC-10 as modified by the Uniform Grant and Contract Management Act of 1981. The program is also subject to the *Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, 34 CFR 76 (State Administered Program), 34 CFR 77 (Definitions that Apply to Department Regulations), 34 CFR 78 (Education Appeal Board), and 34 CFR 770 (LSCA State Administered Program - LSCA Implementing Regulations).

(2) A factor in the determination of grant awards will be the performance of the applicant on past, state-funded, Title I and Title III grant programs, as measured by timely and complete adherence to both fiscal and programmatic requirements.

(3) Public libraries participating in Title III projects must be qualified as members in the Texas Library System.

END

U.S. Dept. of Education

Office of Education
Research and
Improvement (OERI)

ERIC

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